Easy Cross Enterprise

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Quick Reference Guide

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Thread Charts

Easy Cross contains numerous thread ranges which have been approved for use by the manufacturers. The charts appear as they would in the manufacturers shade card and any of these shades can be selected.

Available shade cards are:

Coats Crafts UK

Anchor Coton á Broder
Anchor Marlitt
Anchor Nordin
Anchor Pearl Cotton
Anchor Soft Embroidery Cotton
Anchor Stranded Cotton
Anchor Tappisserie Wool

DMC

Stranded Cotton
Coton Perle
Soft Cotton
Flower Thread
Broder Medicis
Metallics
Tapestry

MADEIRA

Madeira 6 Strand Embroidery Cotton
Madeira 'Decora' 100% Viscose
Madeira Metallic
ART 9803 - No. 3
ART 9805 - No. 5
ART 9807 - No. 6
ART 9808 - No. 8
ART 9810 - No.10
Madeira Pure Silk

Kreinik

Kreinik Metallics Blending Filament

Soie d'Alger

APPLETONS Old English CREWEL & TAPESTRY WOOL

Appletons Old English Crewel Wool
Appletons Old English Tapestry Wool

PATERNA THE FINEST TAPESTRY & EMBROIDERY YARN IN THE WORLD

Paterna Persian Yarn

PATERNAYAN® PERSIAN YARN

Paternayan Persian Yarn

Elsa Williams TAPESTRY WOOL

Elsa Williams Tapestry Wool

Beadesign

Seed Beads

Mill Hill

Antique Seed Beads
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Large Bugle Beads
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Installation

Easy Cross Software Installation

Place the Easy Cross software CD into your CD-ROM drive. If your computer is AutoPlay capable, the installation will automatically appear on screen.If you have a downloaded version, double click SETUP.EXE

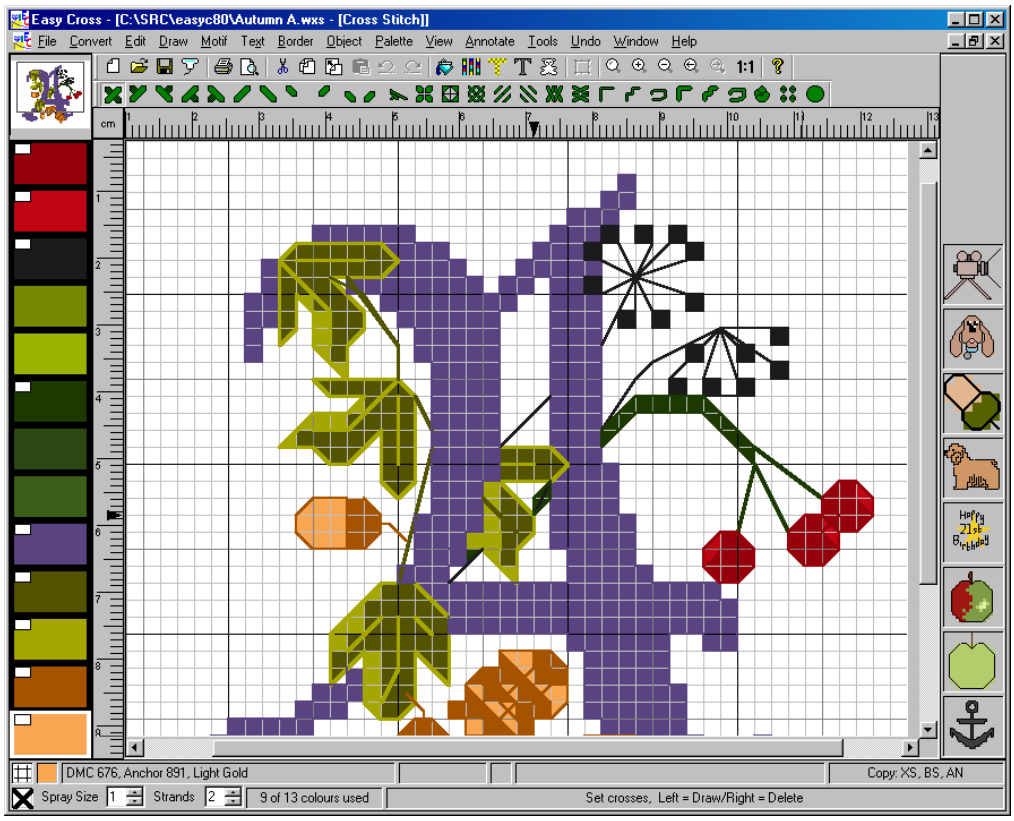
Follow the on-screen instructions, after the software is successfully installed an Easy Cross shortcut is added to your *Start* menu.

If your system is not AutoPlay capable, open the My Computer icon on your Desktop, then select the drive letter that represents your CD-ROM drive. Double-click the SETUP.EXE program and follow the on-screen instructions. After the software is successfully installed an Easy Cross shortcut is added to your *Start* menu.

During the installation you may be asked if you want to install the Adobe Acrobat Reader software. This software is required to get access to the manual which is in PDF format.

Using Easy Cross

Screen Layout


Easy Cross - [C:\SRC\easyc80\Autumn A.wxs - [Cross Stitch]]
File Convert Edit Draw Motif Text Border Object Palette View Annotate Tools Undo Window Help
DMC 676, Anchor 891, Light Gold
Copy: XS, BS, AN
Spray Size 1 Strands 2
9 of 13 colours used
Set crosses, Left = Draw/Right = Delete

Screen Layout

The display given when Easy Cross runs consists of a menu across the top, the colour palette to the left, toolbar and stitch toolbar at the top and the design area in the centre with rulers to the top and left. The designing is made by using the mouse, the position of which is shown by a small pointer. As the mouse moves over the toolbars and colours, the option or colour name is given. Along the bottom are two status lines. In the first are the ***Fabric/Grid*** and ***Current Colour*** buttons, Current Colour name, the mouse's grid reference and the colour which is under the current mouse position along with its name and which ***Copy/Move Settings*** are being used. The second line is a prompt line that details the number of colours used in the design, the current option and instructions on what to do along with the ***Stitch Display*** button, ***Spray Size*** spin button and ***Strands*** spin button.

NOTE

When colours are deleted, the used colours may be temporarily inaccurate. Easy Cross will automatically update these values when the program is idle.

To change the fabric or grid colours double click on the button with the lines that represent a grid, this will give you the Fabric Colour dialog. This dialog consists of Colour buttons and drop down lists for the ***Fabric***, ***Grid 1***, ***Grid 5*** and ***Grid 10***. Colours can be chosen either from the lists or by clicking the ***LEFT*** mouse button on a Colour button. The fabric colour can be chosen from the available fabric charts, select the button and then the required button. By clicking on a Colour button, this allows you to define your own colour. *[See Define Colour in the Palette menu for details on altering the colour.]*

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the colours and ***Help***.

The ***Current Colour*** button shows which colour in the palette is in use. By double clicking on the button, the colour can be selected from the thread charts. When the ***Palette Stitch Display*** is set to symbols, then the ***Current Colour*** will be given as a symbol. *[See Select Colour in the Palette menu for details on altering the colour].*

To change the ***Stitch Display***, double click on the button with the cross, this gives a dialog. The ***Stitch Display*** for the design or palette can be selected from the appropriate drop down lists. *[See Stitch Display in the View menu for more details.]* Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the display and ***Help***.

Spraying and drawing shapes can be done with a spray larger than one stitch. To do this alter the ***Spray Size,*** by using the given spin button, to the required size. This is helpful if a large area of the design needs filling or deleting.

The program will allow the number of strands in a cross stitch to vary, this is achieved by setting the number of strands by using the ***Strands*** spin button. All stitches of that colour palette entry will change to the new number of strands, to have a different number of strands for a colour a second entry in the palette is required. If the number of strands is not set to 2, the number of strands will appear inside the colour button in the palette. The program will draw the stitches in the appropriate width both on screen and on the printer.

The Design Area

The design area consists of a grid composed of ten by ten squares subdivided into five by five, this is where the design is displayed. The edge of the design is shown by the black border. By moving the mouse pointer to a small square and pressing the ***LEFT*** mouse button a block will appear. By moving the mouse whilst holding down the mouse button, a line of blocks will appear in a similar way to using a spray option in a paint box package. To remove a block, press the ***RIGHT*** mouse button over the unwanted block. By changing the colours, *[see **Colour Palette** for more details],* a design can be built up quickly and easily.

Colour Palette

The colour palette appears to the left of the grid and can have a maximum of 255 colours at one time. The program is supplied with default DMC, Anchor and Madeira palettes, along with the ability to set up new palettes for future use. *[See **Palette Menu** for setting up palettes.]*

Each colour has a number that refers to the manufacturers charts along with an approximate colour name. Different names or numbers can be assigned by using ***Symbols and Threads*** in the ***Palette*** menu. The assigned names are for reference only and are not official names.

If the colour is changed by using ***Define Colour*** in the ***Palette*** menu, then the name and number will be cleared. If the colour is changed by using ***Select Colour*** in the ***Palette*** menu, then the corresponding colour name and number will be given as well as clearing the other manufacturers numbers.

As the mouse moves over a colour in the palette, a tooltip will appear giving the colour description. To change what appears as the colour description use the ***Show/Hide Charts*** option in the ***Symbols and Threads*** option in the ***Palette*** menu.

It is possible to arrange the palette by moving individual palette colours, to do so click on the required colour and hold down the button whilst moving to the new position in the palette then release the mouse button.

There will be only one colour active at any one time, the Current Colour, which is shown by a box surrounding it. This is used when drawing or filling areas on the grid.

By doing a right click on a colour this will activate a popup menu giving access to the ***Select Colour***, ***Select Blend Colour***, ***Add Colours***, ***Add Blend Colour***, ***Decrease Colours***, ***Remove Colour***, ***Remove Unused Colours***, ***Sort Palette***, ***Symbols and Threads***, ***Define Colour***, ***Show/Hide Colours*** and ***Width*** options. ***Width*** will affect the amount of screen taken up by the palette and design preview; choose from ***Narrow***, ***Normal*** and ***Wide***.

Colours that are used within a design are shown by a small white square in the top-left corner of the colour in the palette.

Any stitches based on stitching at twice the fabric count will have the same symbol as the corresponding cross stitch colour. If a different symbol is required, then use ***Add Colour*** in the ***Palette*** menu to add the same colour again and this will have a different symbol.

NOTE When colours are deleted, the used colours may be temporarily inaccurate. Easy Cross will automatically update these values when the program is idle.

NOTE When using monitors with 16 or less colours Windows will reserve the colours for it's own use. So to preserve compatibility with Windows, the colours may be produced by using mixtures of two or more colours. This also results in the stitches currently drawn not being changed immediately that the colour is changed, but when the design is next drawn. This can be achieved by selecting **Redraw** in the **View** menu. On monitors having 256 colours the first 220 displayed will be solid, the rest being mixed. On monitors having a greater range of colours this should not happen.

NOTE If the colours are being mixed, it is not recommended to set the stitch display to colour symbols or symbols in colour blocks as the display may be of poor quality.

Selecting a Colour

To select a colour, simply move the cursor to the required colour and press the ***LEFT*** mouse button. A box will appear around the colour to show that it is the Current Colour. A quick way of selecting a colour from a manufacturer chart is to double click the ***LEFT*** mouse button when the mouse is over the colour to be changed. *[See Select Colour in the Palette menu for more details on selecting a colour.]*

Alternatively the arrow keys can be used:

Up arrow key	selects the colour above in the palette
Down arrow key	selects the colour below in the palette
Left arrow key	selects the previous colour to the left in the palette
Right arrow key	selects the next colour to the right in the palette

Toolbars

Both the toolbar and the stitch toolbar are dockable, so they can be positioned anywhere around the grid. The toolbar gives quick access to the following options ***New***, ***Open***, ***Save***, ***Acquire***, ***Print***, ***Print Preview***, ***Cut***, ***Copy***, ***Move***, ***Paste***, ***Undo***, ***Redo***, ***Flood Fill***, ***Select Colour***, ***Cross Stitch Text***, ***True Type Text***, ***Draw Motif***, ***Edit Objects***, ***Zoom***, ***Zoom In***, ***Zoom Out***, ***Zoom Back***, ***Zoom Forward***, ***Normal View*** and ***Help***.

Toolbar

NOTE The Undo button will undo the last option, to go back further keep pressing the button until the required undo has happened.

The stitch toolbar gives access to the following stitches; full; three quarter; half; quarter stitch, three quarter over 2 squares, quarter stitches, three quarter stitches, full stitch over 1, half stitch over 1, vertical half stitch, horizontal half stitch, single full backstitch, single half backstitch, single backstitch anywhere, double full backstitch, double half backstitch, double backstitch anywhere, French knots, French knots half spacing and Beads. The quarter stitches option will spray quarter stitches, so a three quarter or full stitch could be sprayed by using this option when spraying in three or four corners respectively. The three quarter stitches option will spray three quarter stitches, so a full stitch could be sprayed by using this option when spraying in two corners. Stitches can be added based on stitching at twice the fabric count of the design by using the over 1 stitch types.

The toolbars can be customised to contain the options most frequently used, by using ***Toolbar Buttons*** in the ***Tools*** menu. The toolbars can also be removed or reinstated by selecting or deselecting the relevant toolbar at the bottom of the ***View*** menu.

To select the last option used, press the ***Enter*** button on the keyboard, this is useful when using the same option repeatedly for example drawing a shape several times.

Stitch Toolbar

Motif Pad

Once a motif has been selected from the library the program will add it to the motif pad to the right of the design area. Selecting a motif in the pad is equivalent to selecting it from the motif library and it will be ready to place in the design.

Right clicking on one of the motifs in the pad will give additional options. ***Motif Pad*** will allow settings for the pad to be altered - see *Motif Pad* in the *View* menu for more details. ***Remove Motif*** will remove the motif from the pad.

Once the maximum number of allowed motifs has been reached the oldest motif will be automatically removed.

Rulers

Rulers are given to the top and left of the design area, they can be displayed in terms of inches, centimetres or number of stitches. The design centre is shown on the rulers as triangles. *See Ruler Settings in the View menu for further information on rulers.*

Guides can be added to the rulers to help placement of items. The guides are shown as red lines on the design. To access these options right click on either of the rulers and select from the following options:

Set Ruler Guide: This will set a new guide at the selected position on the ruler.

Clear Ruler Guide: This will clear the nearest ruler guide to the selected position on the ruler.

Adjust Guide Position: This will allow a precise position in centimetres or inches (depending on the current unit settings) to be entered for the nearest ruler guide to the selected position.

Settings: This allows different settings for the rulers to be altered. See *Ruler Settings* in the *View* menu for more details.

Setting a New Ruler Guide

1. Right click on the ruler at the required position and select ***Set Ruler Guide*** in the given popup menu.

Clearing a Ruler Guide

1. Right click on the ruler at the required position and select ***Clear Ruler Guide*** in the given popup menu. The nearest ruler guide will be removed.

Adjusting a Ruler Guide Position

1. Right click on the ruler at the required position and select ***Adjust Guide Position*** in the given popup menu. A dialog will be given in which the new position of the nearest ruler guide can be entered.

Changing the Ruler Settings

1. Right click on one of the rulers and select ***Settings*** in the given popup menu. A dialog will be given in which the settings can be altered. See ***Ruler Settings*** in the ***View*** menu for more details.

When stitches are deleted, the centre marks may be temporarily inaccurate. Easy Cross will automatically update these values when the program is idle.

Design Preview

The design preview is given at the top of the palette, within this preview there will be a box which shows the current view area. By clicking inside the preview area the box can be dragged to a new location and the view in the design area will update.

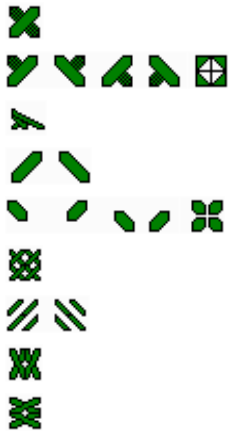
The program will update the preview whilst nothing is happening. There may be a delay before edits are reflected in the preview, just wait for a short time without making any edits and the preview will update.

When a design is first loaded a preview will not exist. At this point the preview will say *Please Wait…* and will update automatically whilst nothing is happening.

Stitch Types

Block Stitch

This type of stitch is used to fill an area with stitches. There are eighteen types, which are:



Full Stitch	fills an entire square
Three Quarter Stitch	fills three quarters of a square
Three Quarter Stitch	fills three quarters of two squares
Half Stitch	fills half of a square
Quarter Stitch	fills a quarter of a square
Full Stitch Over 1	fills the square with four crosses
Half Stitch Over 1	fills the square with four half stitches
Half Vertical Stitch	fills half of a square vertically
Half Horizontal Stitch	fills half of a square horizontally

HINT When using the Three Quarter Stitch over 2 squares use the ***Reflect*** and ***Rotate*** options (***R*** and ***T*** keys on the keyboard) to change the orientation of the stitch.

Some of these stitch types can be selected by pressing the following keys:

Function Key 2	Full Stitch
Function Key 3	Quarter Stitches

Backstitch and French Knots

These types of stitches are used mainly for outlining shapes and for text, there is the choice of single or double backstitch and French knots.

The full length thin line will only allow single backstitch lines to be placed on the junctions of the grid. The half length thin line will allow single backstitch lines to be placed on the mid-points and junctions of the grid.

The full length thick line will only allow double backstitch lines to be placed on the junctions of the grid. The half length thick line will allow double backstitch lines to be placed on the mid-points and junctions of the grid.

This French knot style can be placed anywhere on the grid.

This French knot style can be placed only on mid-points and junctions of the grid.

To select these stitch types using the keyboard, press the following keys:

Function Keys 4 & ***5***	Single backstitch
Function Keys 6 & ***7***	Double backstitch
Function Key 8	French knot

When in backstitch mode, the ***RIGHT*** mouse button is used to delete stitches. This is achieved by moving the mouse to the end of the unwanted backstitch line and pressing the ***RIGHT*** mouse button. When the ***Verify Backstitch Edits*** *[see Options in the Tools menu for selecting Verify Backstitch Edits]* is on, a flashing line will appear after pressing the ***RIGHT*** mouse button, showing which backstitch line will be deleted. When there is more than one line emerging from a point, by pressing the ***RIGHT*** mouse button again, the other lines will flash in turn. Once the required line is flashing, press the ***LEFT*** mouse button to delete it.

NOTE When deleting backstitch, blank lines will appear in the old positions of the stitches, they will disappear the next time the screen is redrawn. Otherwise use ***Redraw*** in the ***View*** menu to remove the blank lines.

When deleting backstitch use the same backstitch mode as was used to draw it. The full backstitch mode will not delete backstitch which ends on mid-points.

Beads

Beads from the Mill Hill and Beadesign ranges can be added to a design. To select a bead, move the cursor to the bead button on the toolbar and press the ***LEFT*** mouse button. If this is done for the first time in the current design, the colour palette will split in two giving the bead colours at the top. To add extra types of bead, select the ***Bead*** button from the toolbar and then ***Add Colours*** from the ***Palette*** menu. Bugle beads will be placed by clicking with the mouse at the beginning of the bead and then dragging whilst holding down the button to the end of the bead. Seed beads will be placed by clicking on the design in the required position.

Beads can be placed on the midpoints and junctions of the grid.

File Menu

New

Design

To create a new design select ***New*** in the ***File*** menu, then select ***Cross Stitch Design*** from the given sub-menu. A dialog will appear, by selecting the relevant radio button this gives the choice of creating a ***New Design*** or using a ***Template***. Only one of these options can be selected at one time, the other will become disabled.

To create a ***New Design***, select the radio button and then set the ***Design Height*** and ***Width*** in stitches or inches/centimetres by using the relevant spin buttons. These values are remembered and given the next time a new design is created. A new design can also be created by pressing ***N***, this will give a grid of these values without going to the dialog. To select a ***Palette*** for the new design being created choose from the given drop down list of palettes in the Easy Cross folder.

To create a new design by using a template, select the ***Use Template*** radio button and then the required ***Category*** and ***Description*** from the lists, a preview of the selected template is given on the right. By setting the ***Fabric Count*** to that which the design will be stitched, the design will have the correct number of stitches. *[See the Template options for details on designing templates.]*

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without creating a new design and ***Help***.

Creating A New Design

1. Select *New* from the *File* menu - the *New Cross Stitch Design* dialog is given.
2. Select *New Design* radio button.
3. Set required *Design Height* and *Width* in terms of number of stitches or in inches/centimetres.
4. Select a *Palette* if required.
5. Select *OK*.

Or

1. Press *N*, this gives a grid the same size as the last one used.

Or

1. Select the *New* button from the toolbar, this gives a grid the same size as the last one used.

Build up the design by selecting the required colours from the colour palette on the left of the screen, and stitch types from the right of the screen.

Creating A New Design By Using A Template

1. Select *New* from the *File* menu - the *New Cross Stitch Design* dialog is given.
2. Select *Use Template* radio button.
3. Select the required *Category*.
4. Select the required *Description*.
5. Set the required *Fabric Count*.
6. Select *OK*.

Page Layout

To create a new page layout select ***New*** in the ***File*** menu, then select ***Page Layout*** from the given sub-menu. A blank ***Page Layout*** page will be given ready for designs, keys, pictures and text to be added. [*See Using Page Layout section for further information on creating a Page Layout design.*]

Creating A New Page Layout

1. Select *New* from the *File* menu.
2. Select *Page Layout* from the sub-menu - a blank design is given.

Thread Organiser

To create a new thread organiser select ***New*** in the ***File*** menu, then select ***Thread Organiser*** from the given sub-menu. Select the required design for the thread organiser - then a dialog is given which allows the settings for the thread organiser to be altered. *[See Using Thread Organiser section for further details on creating thread organisers.]*

Creating A New Thread Organiser

1. Select *New* from the *File* menu.
2. Select *Thread Organiser* from the sub-menu - the *Browse* dialog is given.
3. Select the required design - the *New Thread Organiser* dialog is given.
4. Enter the required settings.
5. Select *OK*.

Open

To load an existing design from disk, select ***Open*** in the ***File*** menu or press ***L***. A list of existing designs on the disk will be given from which one can be selected.

Files created by using earlier versions of Easy Cross will load into this version, it will accept files with a WXS (design files) or WSY (motif files) extension. Certain files that have been created by using other Cross Stitch programs can be imported, these include:

Stitchgrapher files (extension PRJ)
X Stitch Designer 3.0 files (extension PT3)
X Stitch Designer 5.0 files (extension PT5)

To import one of these file formats, select the required file type and a list of all files in the folder with that extension will be given, from which your selection can be made.

More than one design file (WXS) can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***Open*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

Opening An Existing Easy Cross File

1. Select *Open* from the *File* menu - the *Open* dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Or

1. Press *L* - the *Open* dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Or

1. Select the *Open* button from the toolbar - the *Open* dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Using The File Selector

1. Select Files of Type by using the drop down list to specify what type of file is being used.
2. Select Look in by using the drop down list to specify which drive the file is on.
3. Select the folder from the list, not all folders are necessarily listed (See Changing Folders).
4. Select the Filename from the given list or by typing the filename in the edit box for a new file.

Changing Folders

If your folder does not appear then select it in several steps. Each time a folder is selected its sub-folders will be listed.

For example if you wish to use the folder C:\EASYC\CATS

1. Select the C:\ folder.
2. Then the EASYC folder.
3. And finally the CATS folder.

Browse

This option allows a preview of files to be seen before they are selected. Select ***Browse*** in the ***File*** menu, a screen is given showing previews for files in the current folder. More files can be viewed by using the scroll bar or by selecting a new folder. By clicking on a preview and pressing ***Open***, the selected file will be opened.

The first time a preview of a design is drawn, a few moments can be taken due to the complexity of cross stitch designs.

To change the folder, select the folder from the list on the left. Should the folder be within another folder click on the ***plus*** icon to show more folders.

More than one design file can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***OK*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

To print the selected designs, select ***File*** from the ***Browse*** screen and then ***Print***. The standard Windows Print dialog will be given asking for the number of copies. The files will be printed using the Print Settings within the file and all the pages of the files will be printed.

To print the selected designs using a pre-saved ***Print Settings*** file, select ***File*** from the ***Browse*** screen and then ***Print Using***. The ***Open Print Settings*** dialog is given, select the required ***Print Settings*** file and select ***Open***. The standard Windows Print dialog will be given asking for the number of copies. All the pages of the files will be printed.

To print a series of thumbnails of selected designs, select ***File*** from the ***Browse*** dialog and then ***Print Thumbnails***. The ***Print Thumbnails*** dialog is given, use the given radio buttons to select whether ***Selected Thumbnails*** or ***All Thumbnails*** are printed. The number of thumbnails printed on one page can be altered by using the ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. To hide the file extensions select the ***Hide File Extensions*** checkbox. The ***Print to File*** checkbox will save the printout to a bitmap file - see ***Print to File*** in the ***File*** menu for more details on bitmap file settings. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing any thumbnails and ***Help***.

Design files can also be copied, moved, renamed and deleted by selecting the required files and then the required option either ***Copy***, ***Move***, ***Rename*** or ***Delete*** by selecting the ***File*** button.

The ***Batch Process*** option allows a series of options (***Remove Unused Colours***, ***Reduce Backstitch Memory***, ***Generate Thread Numbers*** and ***Print***) on multiple files without needing to go through each file individually. To carry out a ***Batch Process*** on a series of files, they must be in the same folder and will be saved there. When ***Batch Process*** is selected from the menu, a dialog is given, select the required checkboxes to carry out the required options. If ***Generate Thread Numbers*** is selected then select the ***Charts*** button to select which colour charts. If ***Print*** is selected, then when the first design prints the standard Windows print dialog will be given and all following designs will use the same settings. To change the folder to which the files are saved either type in the required folder or use the ***Browse***. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without carrying out a batch process and ***Help***.

Browsing Design Files

1. Select *Browse* from the *File* menu - the *Browse* screen is given.
2. Click on the required file's preview.
3. Select *OK*.

Close

To close the current design, select ***Close*** in the ***File*** menu, this will close the design. If changes have been made then Easy Cross will allow the design to be saved.

Closing A Design

1. Select *Close* from the *File* menu.

Save

The option ***Save*** in the ***File*** menu allows the current design to be saved to disk. This will save the design under whichever filename it was last loaded or saved as. Should the design not have a name, then the file name will be requested as in the ***Save As*** option.

The option can also be selected by pressing the letter ***S*.**

The design file is saved with the stitches, colours, names and symbols which have been used. Design files are saved with the extension WXS.

This option will not appear if the design has been embedded into another program, the ***Update*** option in the ***File*** menu will appear instead.

Saving An Easy Cross Design

1. Select *Save* from the *File* menu.
2. If the design has not been saved previously then the *Save As* dialog is given (See Saving A Design Under A New Name Or Location).

Or

1. Press *S*.
2. If the design has not been saved previously then the *Save As* dialog is given (See Saving A Design Under A New Name Or Location).

Or

1. Select the *Save* button from the toolbar - a dialog is given.
2. If the design has not been saved previously then the *Save As* dialog is given (See Saving A Design Under A New Name Or Location).

Rules For Naming Files When Saving

The filename must not contain full stops (periods) or any of the following * ? : [ ] + = \ / ; ` < >

If the new filename is the same as an existing design, the information contained in the older file will be lost.

Save As

This option allows the current design to be saved to disk and will request the name of the file before saving the design. Other options that are given are ***Save***, to continue and ***Cancel***, to leave the option without saving a design.

By selecting the ***Database Information*** button, a dialog will be given on which information can be saved to the database. The ***Filename***, ***Date Modified*** and ***Created*** are given for reference and remain greyed, which means that they cannot be altered. ***Description***, ***Copyright***, ***Designer***, ***Design Title***, ***Notes*** and whether the design is ***Active*** can be set by entering the relevant information and these will be saved to the database. The dates are maintained by the system. The information given for ***Design Name***, ***Copyright***, ***Designer, Design Title*** and ***Notes*** will be taken from ***Design Information*** from ***Print Settings*** in the ***File*** menu but any changes can also be made on this dialog. If there is any other information which you may wish to store in the database, such as which magazine the design is to be published in, then ***User Field 1***, ***2***, ***3*** and ***4*** may be used. *See Setup Field Names in Search Database for further information on changing the names of User*

Fields. Any changes to the ***User Fields*** can only be made on this dialog. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing any information and ***Help***.

NOTE To make an existing design active, open the design then select ***Save As*** and select the ***Active*** checkbox.

NOTE If a design is saved containing objects and then loaded into an older version of Easy Cross, the objects will disappear. To correct this, turn objects off using ***Object Settings*** in the ***Objects*** menu before saving the design.

This option will not appear if the design has been embedded into another program, the ***Save Copy As*** option in the ***File*** menu will appear instead.

Saving A Design Under A New Name Or Location

1. Select *Save As* from the *File* menu - the *Save As* dialog is given.
2. Type in the new *Filename*, or select the new location (See Changing Folders and Rules For Naming Files When Saving).
3. Select *OK*.

Saving A Design And Information For The Database

1. Select *Save As* from the *File* menu - the *Save As* dialog is given.
2. Type in the new *Filename* if required.
3. Select *Database Information*.
4. Set the required values for the database.
5. Select *OK*.

Making An Existing Design Active

1. Select *Save As* from the *File* menu - the *Save As* dialog is given.
2. Select *Database Information*.
3. Select *Active* checkbox.
4. Select *OK*.

Save All

This option will save all the designs in memory. It will save the designs under whichever filenames they were last loaded or saved as. Should any designs not have a name, then the file name will be requested as in the ***Save As*** option.

Saving All Designs In Memory

1. Select *Save All* from the *File* menu.

Update

Update in the ***File*** menu will save any changes made to an embedded design, the name given in the ***File*** menu is the name and location of the embedded design.

This option will not appear unless a design has been embedded into another program.

Updating An Embedded Design

1. Select *Update* from the *File* menu.

NOTE Due to the way information is transferred between programs this option may be slower than normal saving and once finished it may take a few moments for the design to be updated in the second program.

Save Copy As

Save Copy As in the ***File*** menu will save any changes made to the current embedded design and will request the name of the file before saving the design.

This option will not appear unless a design has been embedded into another program.

Saving An Embedded Design Under A New Name Or Location

1. Select *Save Copy As* from the *File* menu.

Database

Browse Active Designs

Browse Active Designs in the ***Database*** sub-menu in the ***File*** menu will browse all designs currently labelled as Active in the database. *See Save As in the File menu for more details on setting the Active label.*

Selecting an Active Design in the Database

1. Select *Browse Active Designs* from the *Database* sub-menu from the *File* menu - the Browse dialog is given.
2. Select the design.
3. Press *OK*.

Create Database

Create Database in the ***Database*** sub-menu in the ***File*** menu allows the database to be created. If a database already exists then it will be removed and all information contained within it will be lost, confirmation will be asked before this is done.

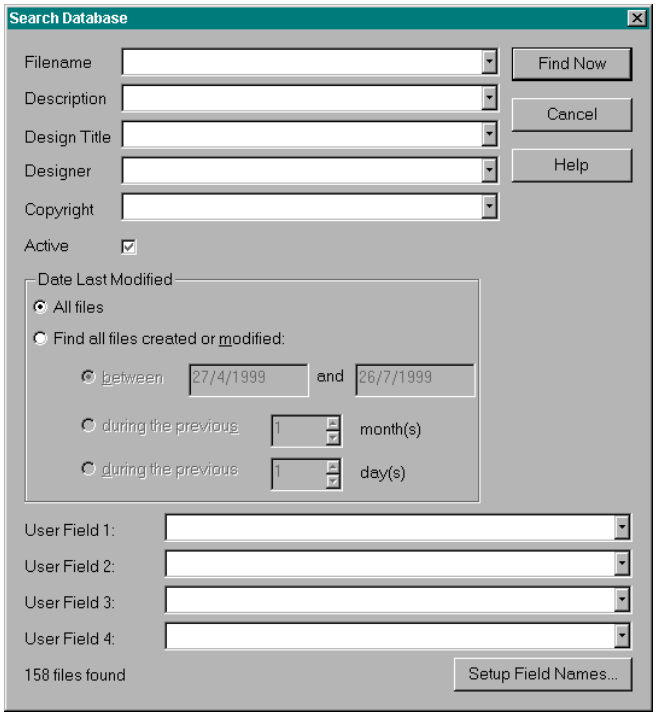
Once the database has been created, ***Scan Folder*** in the ***Database*** sub-menu in the ***File*** menu will automatically run, asking for which folders to be included.

Creating A Database

1. Select *Create Database* from the *Database* sub-menu from the *File* menu - a dialog is given.
2. Select *Yes*.

Search Database

This option allows the database to be searched to find any designs that match the specified search criteria. When the option is selected a dialog is given which allows searches to be made for ***Filename***, ***Description***, ***Design Name***, ***Designer***, ***Active***, ***Copyright*** or any combination of them. The required match should be entered into the relevant edit box or in the case of ***Active*** by selecting the checkbox.



Search Database Dialog

To find a design which has been created or modified during a specific time, then select the required radio button and enter the relevant information in the edit boxes or use the given spin buttons.

User Field 1 - 4 can be used to store other information relevant to your needs, for example which publishers the design was sent to. The ***User Field*** name can be changed by selecting ***Setup Field Names***, a dialog is given. Type in the required names, up to a maximum size of 13 characters, and select ***OK*** when finished.

When the criteria has been set, select ***Find Now*** and the search will begin. Any designs that match the criteria will be given in the ***Matches Found*** dialog and the design(s) can be opened from there. A count is given showing how many designs match the current criteria.

Other options that are given are ***Cancel***, to leave the option without searching the database and ***Help***.

Searching The Database

1. Select *Search Database* from the *Database* sub-menu from the *File* menu - the *Search Database* dialog is given.
2. Enter the required information for the search to match.
3. Select *Find Now* - the *Matches Found* dialog is given.
4. Select the required designs to be opened.
5. Select *OK*.

Scan Folder

Scan Folder in the ***Database*** sub-menu in the ***File*** menu maintains an up-to-date database containing records for all designs in a specified folder. The option needs to be run initially to set up the database, and needs to be done for each folder that you wish to have in the database. When the option is selected, a dialog is given from which the required folder should be selected.

This option should be used if designs are moved without using Easy Cross to ensure that the database remains instep with the designs held on disk.

Updating The Database

1. Select *Scan Folder* from the *Database* sub-menu from the *File* menu - the *Scan Folder* dialog is given.
2. Select the required folder to be included in the database.
3. Repeat steps 1 & 2 until all the required folders have been scanned.

Export Image

This option allows the current design to be saved to disk in a TIFF, Windows bitmap or PCX format and will request the name of the file before saving the design. Set the file type to give the extension TIF, BMP or PCX respectively and then enter the required name.

These formats do not contain all the information held in a cross stitch design, so data will be lost if the design is not also saved in Easy Cross (WXS) format. In particular all backstitch and French knots will be lost.

Exporting A Design In A TIFF Format

1. Select *Export Image* from the *File* menu - the *Save As* dialog is given.
2. Set the *Files of Type* to *TIFF*.
3. Type in the *Filename* (See Rules For Naming Files When Saving).
4. Select *OK*.

Exporting A Design In A BMP Format

1. Select *Export Image* from the *File* menu - the *Save As* dialog is given.
2. Set the *Files of Type* to *BMP*.
3. Type in the *Filename* (See Rules For Naming Files When Saving).
4. Select *OK*.

Exporting A Design In A PCX Format

1. Select *Export Image* from the *File* menu - the *Save As* dialog is given.
2. Set the *Files of Type* to *PCX*.
3. Type in the *Filename* (See Rules For Naming Files When Saving).
4. Select *OK*.

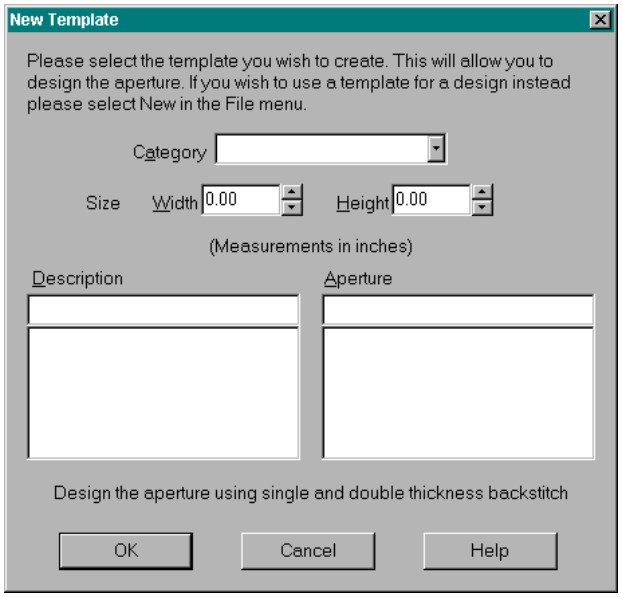
Template

These options allows commonly used apertures, i.e. cards and bookmarks to be set up as templates, so a design can easily be made to the size and shape required.

If you find yourself creating designs at certain sizes, then blank templates can be created at those sizes to make creating new designs simpler.

New

To create a new template, select ***New*** in the ***Template*** sub-menu in the ***File*** menu. A dialog will be given, asking for some information before the template can be created. The ***Category*** allows templates of the same type to be grouped together. The ***Design Width*** and ***Height*** sets the grid to the required size. The ***Description*** and ***Aperture*** can be set to identify the template later.


New Template
Please select the template you wish to create. This will allow you to design the aperture. If you wish to use a template for a design instead please select New in the File menu.
Category
Size
Width 0.00
Height 0.00
(Measurements in inches)
Description
Aperture
Design the aperture using single and double thickness backstitch
OK
Cancel
Help

Create Template Dialog

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without creating a new template and ***Help***.

If ***OK*** is selected, then a grid will appear to enable the template to be created. Use either single or double backstitch to create a backstitch shape for the aperture. The options in the ***Draw*** menu can be used to aid in the design of a template.

Creating A New Template

1. Select *Template* from the *File* menu - a sub-menu is given.
2. Select *New* from the *Template* sub-menu - the *New Template* dialog is given.
3. Set the *Category*, *Design Width* & *Height*, *Description* and *Aperture*.
4. Select *OK* - the grid is given to design the template using backstitch.

Open

To open an existing template, select ***Open*** in the ***Template*** sub-menu in the ***File*** menu. This will give a dialog listing all templates in a specified category. Use the drop down list to select different categories and then select the required template.

The name used for a template can be changed by selecting the required template then the ***Rename*** option. A dialog will be given where the new ***Category***, ***Description*** and ***Aperture*** can be entered as required. To remove a template, select the required template then the ***Delete*** option.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without opening a template and ***Help***.

Opening An Existing Template

1. Select *Template* from the *File* menu - a sub-menu is given.
2. Select *Open* from the *Template* sub-menu - the *Open Template* dialog is given.
3. Select the *Category* by using the drop down list.
4. Select the required template from the given list.
5. Select *OK*.

Renaming An Existing Template

1. Select *Template* from the *File* menu - a sub-menu is given.
2. Select *Open* from the *Template* sub-menu - the *Open Template* dialog is given.
3. Select the *Category* by using the drop down list.
4. Select the required template from the given list.
5. Select *Rename* - the *Rename* dialog is given.
6. Enter the new *Category*, *Description* and *Aperture* as required.
7. Select *OK*.
8. Select *OK*.

Deleting An Existing Template

1. Select *Template* from the *File* menu - a sub-menu is given.
2. Select *Open* from the *Template* sub-menu - the *Open Template* dialog is given.
3. Select the *Category* by using the drop down list.
4. Select the required template from the given list.
5. Select *Delete* - a warning is given.
6. Select *Yes*.
7. Select *OK*.

Save

This option saves the current template by the ***Category, Description*** and ***Aperture*** given when first created. If these have not all been set then a dialog will be given as in the ***Save As*** option. The templates are stored in the files ***EASYC.TPL*** and ***USER.TPL***.

Saving A Template

1. Select *Template* from the *File* menu - a sub-menu is given.
2. Select *Save* from the *Template* sub-menu.

Save As

The ***Save As*** option will save the current template, but will allow changes to be made to the ***Category***, ***Description*** and ***Aperture*** information.

If the current template does not have any detail then you will be asked if you wish it to be removed from the template files.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without saving a template and ***Help***.

Saving A Template With New Information

1. Select *Template* from the File menu - a sub-menu is given.
2. Select *Save As* from the Template sub-menu - the *Save Template* dialog is given.
3. Set the *Category*, *Design Width* & *Height*, *Description* and *Aperture*.
4. Select *OK*.

Print

This option allows a design to be printed to any graphics printer supported under Windows and is selected by using ***Print*** in the ***File*** menu or pressing ***P***. Once the option has been selected the ***Print Settings*** dialog is given. As well as printing the current design, the ***Design Information***, ***Margins***, ***Line Thickness***, ***Font***, ***Key Layout*** and ***OLE Page*** can be altered. *[See Print Settings in the File menu for further details.]*

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing and ***Help***.

After the required options have been chosen, the final dialog given is the Windows Print dialog, in which the number of copies and orientation of the page can be set.

Printing A Design

1. Select *Print* from the *File* menu - the *Print Settings* dialog is given.
2. Select either *Design Only*, *Design and Key* or *Key Only* from the drop down list.
3. Select the given checkboxes to have *Grid* and *Centre Arrows* printed.
4. To print the *Key and Design Information* on a separate page and the *Copyright By* on the chart, select the given checkboxes.
5. To add a *Blank Border Around the Design* select the checkbox and set the value required by using the spin buttons.
6. To print a selected area, select *Select Area* button - the design is given from which the area should be selected.
7. Select the *Printout Stitch Display* by using the drop down list.
8. Set the *Printout Size* (default is zero, which fits the design onto one page).
9. Other options can be selected as required.
10. Select *OK* - the *Windows Print Dialog* is given in which the number of copies can be set.

Or

1. Press *P* and follow instructions No. 2 to No. 10.

Print Layout

Print Layout in the ***File*** menu allows you to select an alternate layout for printing the design. When selected the option will request the print layout file to use. The design's layout will then be displayed within the Page Layout module. The layout can then be adjusted or printed as required.

Print Layout files are the same as Page Layout Template files. Should you wish to create a new Print Layout file then create a sample layout using the Page Layout features and save the layout as a Page Layout Template.

Selecting A New Layout For A Printed Design

1. Select *Print Layout* from the *File* menu.
2. Choose the required *Print Layout* file.
3. Modify the layout or select *Print* as requried.

Print Preview

Print Preview in the ***File*** menu allows you to see an approximation of how the printout should look when printed. To change the appearance of the printout use ***Print Settings*** in the ***File*** menu. Use the given buttons to ***Print***, see ***Next Page***, ***Prev Page*** or ***Two Pages***, ***Zoom In***, ***Zoom Out*** or ***Close*** and ***Settings*** will give access to ***Print Settings*** options.

The ***Print Preview*** may give erroneous effects that will not appear on the printout. This is due to the resolution of the monitor being lower than most printers.

Previewing A Printed Design

1. Select *Print Preview* from the File menu.

Or

1. Select the *Print Preview* button from the toolbar.

Print to File

Print to File in the ***File*** menu will allow designs to be printed to bitmap, TIFF and other format files. This will enable designs to be generated in an output for publishers, inserted into a word processor/desk top publisher or to be used as samples on the Internet. Easy Cross will generate the output in the same way that it would print a design with the exception that the printout will go to file rather than disk.

Once the option has been selected, the ***Print Settings*** dialog will be given *[see Print Settings for further information on the options on this dialog]*. Select the required settings and press ***OK***, a dialog is given where the required filename and file type should be entered, further settings for the file type will follow. Then select ***Save*** and another dialog will be given, on which the ***Format*** should be selected from the drop down list. A complete list of formats along with which ***Bits per Pixels*** are available is given below.

File Formats	Supported Bits per Pixel
Windows Bitmap with no compression	1, 4, 8, 24
Windows Bitmap with RLE compression	4, 8
TIFF with no compression	1, 4, 8, 24
TIFF with Packbits compression	1, 4, 8, 24
OS/2 Bitmap with no compression	1, 4, 8, 24
ZSoft	1, 4, 8, 24
Adobe Photoshop 3.0	1, 8, 24
Portable Network Graphics	1, 4, 8, 24
Truevision Targa	8, 24
Sun Raster	1, 4, 8, 24
Word Perfect (raster)	1, 4, 8
MacPict	1, 4, 8, 24
JPEG	8 (greyscale), 24

Select the required number of ***Bits per Pixel*** by clicking on the relevant radio button, the lower the number the less colours will be available but it will save file space. Enter the ***Width*** and ***Height*** by using the given spin buttons which will set up the size of the “memory page” to which the printing is drawn. The ***Resolution*** can be selected from the drop down list, a high resolution will result in a large file size but will give better detail. The ***Page*** number can be selected by using the given spin button, so if the key is on a separate page then select page 2. There is also the ability to alter the destination of the ***Output File*** and below that the ***File Size*** is given.

When printing in black & white (i.e. 1 bit per pixel) a ***Resolution*** of 300 dpi is normally suitable.

When printing in colour (i.e. 4, 8 or 24 bits per pixel) a ***Resolution*** of 150 dpi helps to keep the file size smaller.

For printing for the Internet use resolutions of up to 100 dpi and keep the ***Width*** and ***Height*** up to about 6 inches (the exact size will depend on the type of monitor you are aiming at).

Check the file size before continuing. This will give an indication of whether you are about to produce a file which will overflow your system. Note that this is the uncompressed size so depending on the format the final size may be smaller.

If printing black and white symbols then 1 bit per pixel is normally suitable as it will give a pure black/white output.

The ***Width*** and ***Height*** is not limited to the size of your printer so large designs can be printed to file without tiling.

Use a file format which compresses data when possible to reduce the disk space used. Common formats for this are *TIFF with Packbits*, *Bitmap with RLE*, *Portable Network Graphics*, *Targa* and *JPEG*.

The *JPEG* format is “lossy”. This means that to make the final file smaller some detail may be lost. Normally this loss is not noticeable.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing to a file and ***Help***.

Printing A Black And White Symbol Design To File

1. Select *Print to File* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in.
5. Select the required format for the file (Easy Cross will suggest one according to the extension of the file given earlier).
6. Set the number of *Bits per Pixel* to 1 (black and white).
7. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
8. Select the required *Resolution*, 300 dpi is suitable for general use, 600 dpi is for high quality use.
9. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
10. Select *OK*.

Printing A Black And White Symbol Design To File That Contains Some Colour

In the event that the colours of the symbols, text or grid lines have been altered then slightly different settings need to be chosen. Note that this will normally produce a significantly larger file.

1. Select *Print to File* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in.
5. Select the required format for the file (Easy Cross will suggest one according to the extension of the file given earlier).
6. Set the number of *Bits per Pixel* to 4 or 8 (16 or 256 colours).
7. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
8. Select the required *Resolution*, 300 dpi is suitable for general use, 600 dpi is for high quality use.
9. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
10. Select *OK*.

Printing A Colour Block/Cross Design To File

1. Select *Print to File* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Colour Blocks* or *Crosses* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in.
5. Select the required format for the file (Easy Cross will suggest one according to the extension of the file given earlier).
6. Set the number of *Bits per Pixel* to 8 or 24 (256 or 16.7 million colours).
7. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
8. Select the required *Resolution*, 100-150 dpi is suitable for general use, 300 dpi is for high quality use.
9. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
10. Select *OK*.

Printing A Fabric Simulation Design To File

1. Select *Print to File* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Colour Crosses* and a *Fabric* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in.
5. Select the required format for the file (Easy Cross will suggest one according to the extension of the file given earlier).
6. Set the number of *Bits per Pixel* to 24 (16.7 million colours).
7. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
8. Select the required *Resolution*, 100-150 dpi is suitable for general use, 300 dpi is for high quality use.
9. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
10. Select *OK*.

Printing A Design Over Several Pages To File

1. Select *Print to File* in the *File* menu - the *Print Settings* dialog will be given.
2. Alter the settings as required - including tiling or the key and information on separate pages.
3. Select *OK*.
4. Enter the name of the file you wish the first page of the printout to be stored in - for example page1.tif
5. Select the required format for the file (Easy Cross will suggest one according to the extension of the file given earlier).
6. Set the number of *Bits per Pixel*.
7. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
8. Select the required *Resolution*.
9. Set the *Page* of the printout you wish storing to 1.
10. Select *OK*.
11. Repeat steps 1-10 for the remaining pages using the same settings except changing the file name and page number.

Print to File (Publishers)

Print to File (Publishers) in the ***File*** menu will allow designs to be saved in a format which will be suitable output for a machine which requires a postscript file. Easy Cross will generate the output in the same way that it would print a design with the exception that the printout will go to file rather than disk.

Once the option has been selected, the ***Print Settings*** dialog will be given *[see Print Settings for further information on the options on this dialog]*. Select the required settings and press ***OK***, a dialog is given where the required filename should be entered. The file type will be set to EPS automatically, then select ***Save*** and another dialog will be given

If the design has a fabric effect or colour symbols then the ***Bitmap Colour Quality*** will be activated, this allows the quality to be set to ***Low***, ***Medium*** or ***High***. The ***High*** setting will give the best quality but will give a large file size. Enter the ***Width*** and ***Height*** by using the given spin buttons which will set up the size of the “memory page” to which the printing is drawn. The ***Resolution*** can be selected from the drop down list, a high resolution will give better detail, but will use more memory for processing. The ***Page*** number can be selected by using the given spin button, so if the key is on a separate page then select page 2. There is also the ability to alter the destination of the ***Output File*** and below that the ***File Size*** is given.

When printing in black & white a ***Resolution*** of 300 dpi is normally suitable.

When printing in colour a ***Resolution*** of 150 dpi helps to keep the file size smaller.

Check the file size before continuing. This will give an indication of whether you are about to produce a file which will overflow your system. Note that this is the uncompressed size so depending on the format the final size may be smaller.

When Postscript files are loaded into other programs or printers the fonts often end up being different. To prevent this the text can be saved as graphical data, which means they look the same but will take up more space and cannot be edited. Select ***Convert Text to Graphics*** checkbox to convert any text used into a graphical representation.

Convert Text to Graphics will prevent the fonts from changing when the Postscript file is used, but they cannot be edited in other programs. As the appearance is normally the most required option this is the default.

Store Symbol/Fabric Bitmap will add a raster bitmap to the Postscript file containing any symbols and/or fabric. Postscript data is mainly vector based, with the exception of the fabric effect and symbols which need to be stored in a raster format, use the checkbox to do this.

Due to the large size of bitmaps in Postscript files, the ***Store Symbol/Fabric Bitmap*** option should only be selected if the design is using a fabric effect or symbols.

Use Level 2 Bitmap Features option will allow the program to compress the bitmap data in the Postscript file, thus reducing the size of the file. Level 2 features provide a considerable data compression but unfortunately cannot be read in older postscript programs/printers.

To reduce the size of the bitmap without affecting the vector data you can change the ***Bitmap Resolution***. This can significantly reduce the size of the resulting file. The program will still use temporary memory according to the first resolution value entered. This memory is reclaimed once the file has been completed. To change the ***Bitmap Resolution*** use the given drop down list; this is independent of the first resolution which affects the vector data only.

Postscript is a very complex file format and so different programs may vary in how they interpret the data. For this reason it is always best to try a sample file to check that it will read correctly. To help prevent problems the files produced by Easy Cross use simpler Postscript commands (with the exception of the level 2 bitmaps).

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing to a file and ***Help***.

Printing A Black And White Symbol Design To Postscript

1. Select *Print to File (Publishers)* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in - this will have the extension .EPS by default.
5. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
6. Select the required *Resolution*, 600 dpi is suitable for general use.
7. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
8. Select the *Convert Text to Graphics* checkbox (unless informed otherwise by the person who will be using the EPS file).
9. Select the *Store Symbol/Fabric Bitmap* checkbox.
10. Select the *Use Level 2 Bitmap Features* checkbox (unless informed otherwise by the person who will be using the EPS file).
11. Select the required *Bitmap Resolution*, 300 dpi is suitable for general use, 600 dpi is for high quality use.
12. Select *OK*.

Printing A Black And White Symbol Design To Postscript That Contains Some Colour

In the event that the colours of the symbols, text or grid lines have been altered then slightly different settings need to be chosen. Note that this will normally produce a significantly larger file.

1. Select *Print to File (Publishers)* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in - this will have the extension .EPS by default.
5. Set the *Bitmap Colour Quality* to *Low* or *Medium*.
6. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
7. Select the required *Resolution*, 600 dpi is suitable for general use.
8. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
9. Select the *Convert Text to Graphics* checkbox (unless informed otherwise by the person who will be using the EPS file).
10. Select the *Store Symbol/Fabric Bitmap* checkbox.
11. Select the *Use Level 2 Bitmap Features* checkbox (unless informed otherwise by the person who will be using the EPS file).
12. Select the required *Bitmap Resolution*, 300 dpi is suitable for general use, 600 dpi is for high quality use.
13. Select *OK*.

Printing A Colour Block/Cross Design To Postscript

1. Select *Print to File (Publishers)* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select *OK*.
4. Enter the name of the file you wish the printout to be stored in - this will have the extension .EPS by default.
5. Set the *Bitmap Colour Quality* to *Medium* or *High*.
6. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
7. Select the required *Resolution*, 600 dpi is suitable for general use.
8. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
9. Select the *Convert Text to Graphics* checkbox (unless informed otherwise by the person who will be using the EPS file).
10. Clear the *Store Symbol/Fabric Bitmap* checkbox.
11. Select *OK*.

Printing A Fabric Simulation Design To Postscript

1. Select *Print to File (Publishers)* in the *File* menu - the *Print Settings* dialog will be given.
2. Set the printout to *Black and White Symbols* and alter any other settings as required.
3. Select OK.
4. Enter the name of the file you wish the printout to be stored in - this will have the extension .EPS by default.
5. Set the *Bitmap Colour Quality* to *Medium* or *High.*
6. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
7. Select the required *Resolution*, 600 dpi is suitable for general use.
8. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
9. Select the *Convert Text to Graphics* checkbox (unless informed otherwise by the person who will be using the EPS file).
10. Select the *Store Symbol/Fabric Bitmap* checkbox.
11. Select the *Use Level 2 Bitmap Features* checkbox (unless informed otherwise by the person who will be using the EPS file).
12. Select the required *Bitmap Resolution*, 100-150 dpi is suitable for general use, 300 dpi is for high quality use.
13. Select *OK*.

Printing A Design Over Several Pages To Postscript

1. Select *Print to File (Publishers)* in the *File* menu - the *Print Settings* dialog will be given.
2. Alter the settings as required - including tiling or the key and information on separate pages.
3. Select *OK*.
4. Enter the name of the file you wish the first page of the printout to be stored in - for example page1.eps
5. Set the *Bitmap Colour Quality*.
6. Set the *Width* and *Height* of the output. Easy Cross will create the file at this size and print the design accordingly.
7. Select the required *Resolution*, 600 dpi is suitable for general use.
8. Select which *Page* of the printout you wish storing - if the design and key are on the same page then this will be 1.
9. Select the *Convert Text to Graphics* checkbox (unless informed otherwise by the person who will be using the EPS file).
10. Set the *Store Symbol/Fabric Bitmap* checkbox.
11. Select the *Use Level 2 Bitmap Features* checkbox (unless informed otherwise by the person who will be using the EPS file).
12. Select the required *Bitmap Resolution*.
13. Select *OK*.

Print Settings

Print Settings in the ***File*** menu can be used for setting any of the print options; when this option is selected a dialog will be given.

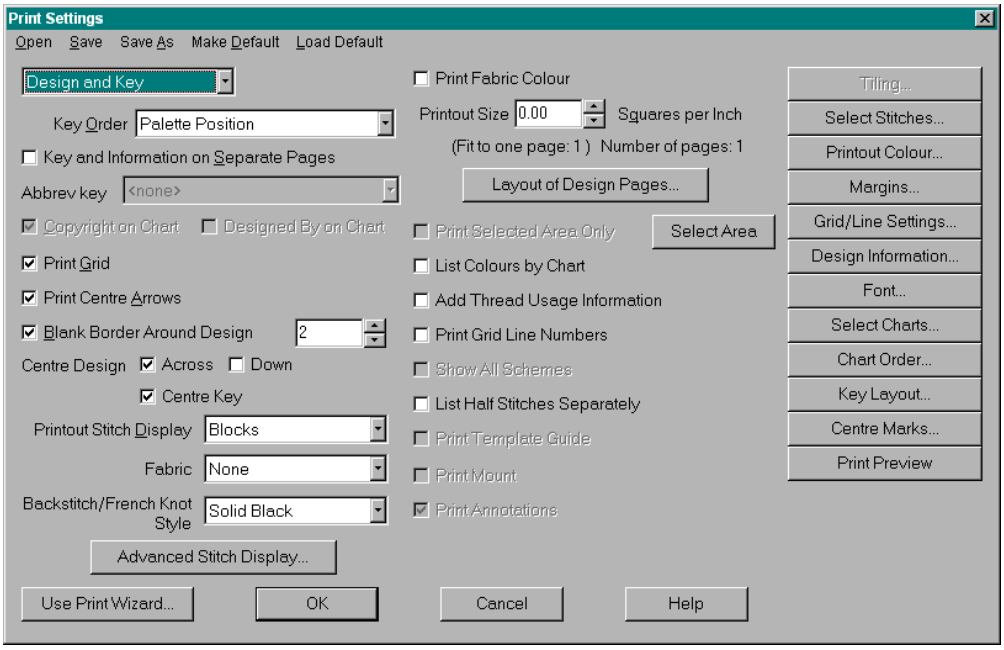
Use the mouse to select whether the ***Design Only***, ***Design and Key*** or ***Key Only*** is printed from the drop down list. The ***Key Order*** can be set to various orders by selecting the required order from the drop down list. To have the ***Key and Information*** printed on a separate page, select the given checkbox. If this option is chosen then the ***Copyright By*** or the ***Designed By*** from the ***Design Information*** option can appear on the chart by selecting the relevant checkbox. This will be disabled unless the ***Key and Information on a Separate Page*** option is selected.

The ***Abbr Key*** option allows a cut down key to appear at the bottom of each design page. Only one thread chart can be chosen from the assigned charts and is selected by using the drop down list. When the key is not on the same page as the design, then an abbreviated key can be added to the design. This will be disabled unless the ***Key and Information on a Separate Page*** or ***Tiling*** option is selected.

The ***Select Charts*** button gives the choice of which colour descriptions will appear in the key. The ***Show/Hide Charts*** dialog is given, listing the shown charts on the left and the hidden charts on the right. The thread charts and colour names will appear in the list if they are used in the design. Select the chart to be moved and then click the arrow button showing the required direction. To move all the list at one time, use the double arrow buttons. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Select the given buttons to have ***Grid*** and ***Centre Arrows*** printed. The design is normally printed to the same size as the area used in the design. To add a ***Blank Border Around Design***, select the given button and then set the value required by using the spin button.

The design can be centred on the page both ***Across*** and ***Down*** by selecting the required checkboxes. If tiling, the printout will be centred across all of the pages. Select the ***Centre Key*** checkbox to have the key centred as well, otherwise the key will be printed to the left.



Print Settings Dialog

The ***Printout Stitch Display*** can be set to ***Crosses***, ***Blocks***, ***Colour Symbols***, ***Strokes***, ***Black/White Symbols***, ***Blocks with Symbols*** or ***Blocks with B/W Symbols***; to select the required printout use the drop down list. ***Blocks with B/W Symbols*** will give white symbols on dark colours and black symbols on light colours. The ***Fabric*** option can be set by changing the drop down list to ***None***, ***Aida***, ***Aida over 2***, ***Linen***, ***Plastic Canvas***, ***Canvas Duo***, ***Evenweave*** or ***Evenweave over 2*** (***over 2*** is when the design is stitched over 2 threads of fabric).

NOTE

To print the grid lines on a fabric view, select ***Crosses***, then the required fabric type and then the ***Print Grid*** checkbox.

The ***Backstitch/French Knot Style*** can be set to different styles on the printout, which can make the backstitch and French knots clearer. Select the required setting from the drop down list, the available settings are:

Solid Black	Everything is solid black
Solid White	Everything is solid white (useful for dark backgrounds)
Solid Colour	Everything is solid in their colours (use for stitched view)
Pattern Black	Current line style in black
Pattern White	Current line style in white
Pattern Colour	Current line style in their colours

The ***Light Colours as Symbols***, ***Add Colour Blocks to Key*** and ***Outline Symbols on Key*** options can be used by selecting the ***Advanced Stitch Display*** button and then the relevant checkbox. ***Light Colours as Symbols*** will, when printing in ***Colour Blocks***, automatically place black symbols inside the lighter blocks. ***Add Colour Blocks to Key*** will, when printing in ***Black/White Symbols***, add a block of the colour next to the symbol which will help to locate the colour. ***Outline Symbols on Key*** will show the cross stitch symbols in the key within a box so they appear in a similar way to the symbols in the grid, which gives a better perspective of how they are positioned.

Advanced Stitch Display also gives the ability to change the sizing for the symbols used in the printout. This can have two uses; one is to enlarge them to make them more readable if you have a lot of small symbols and the other reason could be to reduce the symbols slightly if they are too close to the grid lines - particularly useful when using an inkjet printer that spreads the ink too far. Change the ***Full Stitch***, ***Part Stitch*** and ***French Knot Symbol Size*** by using the given spin buttons, the default size is given at 100.

To print the design using the current fabric colour as the background, select the ***Print Fabric Colour*** checkbox.

The ***Printout Size*** option allows the size of the grid squares to be set, thus enabling charts to be read more clearly. The number below gives the minimum value for the design to fit onto one page. If the ***Printout Size*** is set to zero then the grid will automatically size to fit onto one page. If the design goes over several pages, it will automatically tile so that the chart is easier to read.

A fractional ***Printout Size*** (squares per inch) is allowed in this option.

Layout of Design Pages shows how the layout of the design will be printed, so it can be seen easily if paper will be used efficiently or not. The numbers on the preview pages show the order the pages will be printed. The ***Printout Size*** spin buttons can be used to change how big the squares are printed

The gap at the bottom of each page reflects the information at the bottom of each tiled page such as the guide for page order.

To print an area of the design click on the ***Select Area*** button. This will give the design and a cross-hair, use this to select the required area. Press and hold down the ***LEFT*** mouse button at one corner of the area and then drag to the second corner and a box will be given around the area. Once this is done the program will return to the ***Print Settings*** dialog and the ***Print Selected Area Only*** button will have been selected.

To have the ***List Colours By Chart*** select the given checkbox, this is useful when the design has threads for different thread ranges. Numbers can be shown along the sides of the chart at every 10^{th} grid line to aid when counting squares, to do this select the ***Print Grid Line Numbers*** checkbox. When the ***Add Thread Usage Information*** checkbox is selected, the amount of thread needed will be given at the end of each line of the key.

Select the ***Show All Schemes*** checkbox to have all available colour schemes printed in the same key.

To ***List Half Stitches Separately*** select the checkbox, this will give a separate entry for half stitches. It will use the same symbol as the full stitch of the colour. To get a different symbol then another entry of the same colour will need creating in the palette. The symbol will occupy a full square in the chart, this option will also change the display on screen in symbol and block views.

When a design has been created by using a template, the template aperture guides can be printed by selecting the ***Print Template Guide*** checkbox. If a frame or mount is used in the design then the ***Print Frame*** checkbox can be selected to print it.

To have the annotations on a design printed select the ***Print Annotations*** checkbox.

The ***Use Print Wizard*** gives a step-by-step approach to printing a design. The wizard appears as a series of simple relevant questions to take you through the more common options.

The wizard can be replaced by a single dialog if preferred. To do this select the ***Options*** option in the ***Tools*** menu and remove the ***Use Print Wizard*** tick.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing and ***Help***.

Also given are other buttons that will give access to various different print options and are listed below.

Printing Design Only

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Only* from the given drop down list.
3. Select *OK*.

Printing Key Only

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Key Only* from the given drop down list.
3. Select *OK*.

Centring The Printout

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Centre Design Across* checkbox to centre the design across the page.
3. Select *Centre Design Down* checkbox to centre the design down the page.
4. Select *Centre Key* checkbox to centre the key.
5. Select *OK*.

Changing The Backstitch/French knot Styles When Printing

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select the required backstitch/french knot style from the drop down list.
3. Select *OK*.

Show Colour Blocks Next To Symbols When Printing

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Set the *Printout Stitch Display* to one of the symbol styles.
3. Select *Advanced Stitch Display* - the *Advanced Stitch Display* dialog is given.
4. Select *Add Colour Blocks to Key* checkbox.
5. Select *OK*.
6. Select *OK*.

Printing The "Stitched View"

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Set the *Printout Stitch Display* to *Crosses*.
3. Set the *Fabric* option to the required fabric type.
4. Select *Print Fabric Colour* button if required.
5. Select *OK*.

Grouping The Colours In The Key By Thread Range

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *List Colours by Chart* checkbox.
3. Select *OK*.

Printing The Grid Line Numbers

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Print Grid Line Numbers* checkbox.
3. Select *OK*.

Printing Thread Usage In The Key

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Add Thread Usage Information* checkbox.
3. Select *OK*.

Printing All Colour Schemes

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Show All Schemes* button.
3. Select *OK*.

Printing Template Aperture Guides

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Print Template Guide* button.
3. Select *OK*.

Listing The Half Stitches Separately In The Key

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *List Half Stitches Separately* checkbox.
3. Select *OK*.

Replacing The Print Wizard With A Single Dialog

1. Select *Options* from the *Tools* menu.
2. Remove *Use Print Wizard* tick.
3. Select *OK*.

Tiling

This can be selected only when the design is tiled, and gives the ***Overlap***, ***Shading*** and ***Show Guide for Page Order*** on design pages options. The ***Overlap*** can be set by using the given spin button. The ***Shading*** can be set to ***None***, ***Light***, ***Medium*** or ***Heavy*** by using the drop down list. The colour of the shaded overlap can be set by clicking on the colour button, this will give the ***Define Colour*** dialog on which the required colour should be selected, press ***OK*** to return to the ***Tiling*** dialog. When the design is tiled then a ***Show Guide for Page Order*** can be printed onto each page showing how the pages fit together, by selecting the given button. The ***Show Page Numbers*** will add page numbers to each of the design pages.

The default settings when tiling is an overlap of 2 with light shading and to have the page order guides.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Tiling Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Tiling* button.
3. Set the *Overlap* to the required value by using the spin buttons.
4. Set the *Shading* to the required value from the drop down list.
5. Select the given checkbox to have the *Guide for Page Order* on design page.
6. Select *OK*.

Changing The Colour of The Overlap

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Tiling* button.
3. Set the Colour of the Overlap by clicking on the colour button - the *Windows Color* dialog is given.
4. Select the required colour.
5. Select *OK*.
6. Select *OK*.

Select Stitches

This option allows required stitches to be printed, the choice is from ***All Stitches***, ***Selected Stitches*** and ***Displayed Stitches***. To select the specific stitches use the ***Select*** button, this gives access to the ***Show/Hide Colours*** option which allows specific stitch types to be printed. The ***Displayed Stitches*** option will only print the stitches which are displayed on screen.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Selecting Stitches To Print

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Select Stitches*.
3. Select *Print Selected Stitches*.
4. Select *Select* button.
5. Set the required stitch types to *Normal*, *Faint* or *Invisible* by using the relevant radio buttons.
6. Select *OK*.
7. Select *OK*.
8. Select *OK*.

Printout Colour

This option allows the ***Print Colour*** and ***Font Colour*** to be changed. Select either ***Print*** or ***Font Colour*** button and 48 basic colours will be given from which a choice can be made. If another colour is required then select ***Define Custom Colors*** that allows a colour to be defined. *[See Define Colour options for details on defining a colour.]* ***Print Colour*** will change the colour of the symbols and gridlines whereas ***Font Colour*** will change the colour of any text on the printout and the colour of annotation arrows.

Some printers will match to the closest available colour, so the resulting colour on the printout may vary.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Changing The Printout Colour

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Printout Colour* button - the *Printout Colour* dialog is given.
3. Select either the *Print* or *Font Colour* buttons - the Windows *Color* dialog is given.
4. Select one of the available colours or use *Define Custom Colors* to create your own.
5. Select *OK*.
6. Select *OK*.

Margins

This option allows ***Left***, ***Right***, ***Top*** and ***Bottom*** margins of the paper to be set for printing, thus preventing the chart being printed too close to the edge. Select the required value for the margins by using the spin buttons.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Setting Print Margins

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Print Margins* button.
3. Set the *Left*, *Right*, *Top* and *Bottom* margins by using the spin buttons.
4. Select *OK*.

Grid/Line Settings

The ***Grid 1***, ***Grid 5***, ***Grid 10*** and ***Backstitch*** line thickness on the printout can be set by using the given spin buttons. The ***Printout Line Weight*** for ***Grid 1***, ***Grid 5*** or ***Grid 10*** can be set to ***Off***, ***Faint*** or ***Solid***, these can be selected by using the given drop down lists.

The ***Set Grid Origin*** will allow the starting position for the grid to be set, this will affect both the screen and the printout. When the option is selected, a cross-hair cursor will be given, use this to select the new starting point for the ***Grid 10*** lines.

To have the centre lines marking the centre shown thicker or a different colour, select the ***Centre Line*** checkbox and set the required thickness by using the spin button and the colour by using the drop down list.

By setting the ***Centre Line Thickness*** to a smaller value than the others, a fainter line will be given.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Lines Thickness On The Printout

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Grid/Line Settings* button - the *Grid/Line Settings* dialog is given.
3. Set the *Grid 1*, *Grid 5*, *Grid 10* and *Backstitch* line thickness by using the spin buttons.
4. Select *OK*.
5. Select *OK*.

Setting The Lines Weight On The Printout

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Grid/Line Settings* button - the *Grid/Line Settings* dialog is given.
3. Set the *Grid 1*, *Grid 5*, *Grid 10* line weight by using the drop down lists.
4. Select *OK*.
5. Select *OK*.

Setting The Grid Origin

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Grid/Line Settings* button - the *Grid/Line Settings* dialog is given.
3. Set *Set Grid Origin* - a cross-hair given
4. Move the cursor to the new starting point for the *Grid 10* lines and press the *LEFT* mouse button.

Setting The Centre Lines Thickness and Colour

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Grid/Line Settings* button - the *Grid/Line Settings* dialog is given.
3. Select *Centre Line* checkbox.
4. Set the required values by using the spin button and drop down list.
5. Select *OK*.
6. Select *OK*.

Design Information

This option allows information to be set that appears on the printout. Use the mouse to select the given buttons to have the ***Title*** appear ***Above the Grid*** and/or ***Above the Key*** and ***Stitch Counts***. Select the required edit boxes for ***Design Title***, ***Notes***, ***Design By*** and ***Copyright By***, then type in the information as required.

Design Default allows the default ***Designer***, ***Copyright*** and ***Notes*** to be set, once the button is selected a dialog is given. Type in the required text in the relevant edit box and then select ***OK***. These values will be used the next time a design is created.

Other options that are given are ***OK***, to continue ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Design Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Information* button.
3. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
4. Set the given buttons to have the *Title* appear *Above the Grid* and/or *Above the Key* and *Stitch Count*.
5. Select *OK*.

Setting The Default Design Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Information* button.
3. Select *Default Design* button.
4. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
5. Select *OK*.

Font

This option allows the font that is used on the printout to be changed, use the appropriate button to change the ***Title Font*** or ***Printout Font***. A dialog is given, use the appropriate scroll bars to change the ***Font***, ***Font Style***, ***Size*** and ***Color*** of the font.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Printout or Title Font

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Font* button - the *Fonts* dialog is given.
3. Select either *Printout Font* or *Title Font* - the *Font* dialog is given.
4. Select the required *Font*, *Font Style* and *Size* by using the scroll bars.
5. Select *OK*.
6. Select *OK*.

Select Charts

This option allows selected charts to be removed from the key. Select charts to be removed in the ***Shown Charts*** list and then select the **>** button. To hide all colours select the **>>** button. To make the charts shown again select them in the ***Hidden Charts*** list and then select the **<** button. To show all charts select the **<<** button.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Changing The Charts To Be Displayed Within The Key

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press the *Select Charts* button - the *Select Charts* dialog is given.
3. Select the required chart(s) from the *Shown Charts* list and press the > button to move them to the *Hidden Charts* list.
4. Press the >> button to move all charts to the *Hidden Charts* list.
5. Select the required chart(s) from the *Hidden Charts* list and press the < button to move them to the *Shown Charts* list.
6. Press the << button to move all charts to the *Shown Charts* list.

Chart Order

This option will allow the order of the thread manufacturers in the key to be altered. A thread chart can ***Move Up*** or ***Down*** the list by selecting the relevant chart and then the required direction button.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

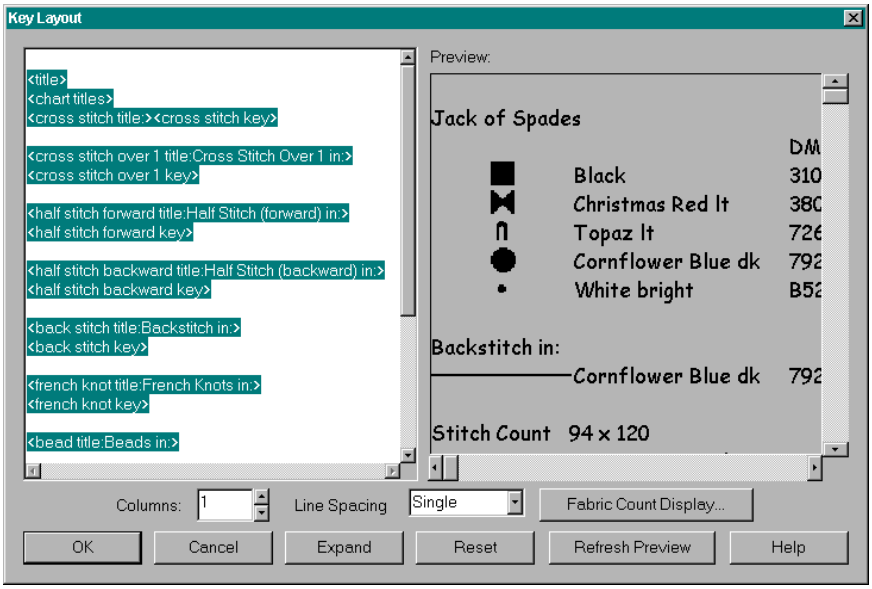
Changing The Order Of Manufacturers Charts Within The Key

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press the *Chart Order* button - the *Chart Order* dialog is given.
3. Select a chart from the list and press the *Move Up* and *Move Down* buttons to change its order within the list.

Key Layout

This option will allow more detail to be added to the key, once the option is selected then a dialog is given. On the left the key description is given and on the right is the preview of the key. The key description lists ***Title***, ***Chart Titles***, ***Cross Stitch Title***, ***Cross Stitch Key***, ***Cross Stitch over 1 Title***, ***Cross Stitch over 1 Key***, ***Half Stitch Forward Title***, ***Half Stitch Forward Key***, ***Half Stitch Backward Title***, ***Half Stitch Backward Key***, ***Backstitch Title***, ***Backstitch Key***, ***French Knots Title*** and ***French Knot Key***, any of which can be altered by selecting the required one and typing the new information. The Cross Stitch, Backstitch and French Knot Keys contain several lines and can be specified in terms of Cross Stitch Key Line 1 etc. By moving the cursor into the required Key line and then selecting the ***Expand*** button, the program will expand the key to give all the lines. Extra lines can be added by pressing ***ENTER*** at the required spot.

The key layout can be reset to its original values by selecting the ***Reset*** button. The preview of the key will not update each time a change is made, to see the changes select the ***Refresh Preview*** button.



Key Layout Dialog

The key can be displayed in several columns by using the ***Columns*** spin button to set the required value. The line spacing for the key and other text on the printout can be altered by selecting ***Single***, ***1.5 Lines*** or ***Double*** from the ***Line Spacing*** drop down list. A number can also be typed in to give a different spacing, for example 3 will give triple spacing.

The ***Fabric Count Display*** option will allow the way the stitch counts are given in the key to be changed. Once the button has been selected a dialog will be given. Make the required changes to either ***Output for Imperial Measurements*** or ***Output for Metric Measurements*** depending on which Units are set in ***Options*** in the ***Tools*** menu. Make any changes as required, <N> represents the fabric count and the correct number will be inserted. The ***Fabric Count Measured Per*** can be set by using the given drop down list.

NOTE

Any changes made to the ***Fabric Count Display*** will affect **ALL** printouts, including existing designs.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Changing The Key Layout

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Key Layout* button - the *Key Layout* dialog is given.
3. Make the required changes.
4. Select *Refresh Preview* to see the changes.
5. The *Expand* button will expand a key line when selected; the cursor needs to be over the line.
6. Select *OK*.
7. Select *OK*.

Resetting The Key Layout

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select the *Key Layout* button - the *Key Layout* dialog is given.
3. Select the *Reset* button.
4. Select *OK*.
5. Select *OK*.

Changing The Line Spacing Of The Key

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select the *Key Layout* button - the *Key Layout* dialog is given.
3. Select *Single*, *1.5 Lines* or *Double* from the *Line Spacing* drop down list as required.
4. A number can be typed in to get other line spacing if required.
5. Select *OK*.
6. Select *OK*.

Centre Marks

This option will allow the type of centre marks and where the centre is to be changed. When the option is selected a dialog is given, select the required ***Arrow*** and ***Centre Mark*** by clicking on them. To select the centre of the design instead of using a calculated centre, select the ***Set Manual Centre*** button, a cross-hair cursor is given. Move the cursor to the new centre of the design and press the ***LEFT*** mouse button. To change back to the calculated centre, click on the ***Turn Off Manual Centre*** (which is greyed until there is a manual centre).

Changing The Centre Mark

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press *Centre Marks* button - the *Centre Marks* dialog is given.
3. Select the required *Centre Mark*.
4. Select *OK*.

Changing The Arrows On The Grid Edge

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press *Centre Marks* button - the *Centre Marks* dialog is given.
3. Select the required *Arrows*.
4. Select *OK*.

Changing The Centre Of The Design

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press *Centre Marks* button - the *Centre Marks* dialog is given.
3. Select *Set Manual Centre* button - a cross-hair cursor given.
4. Move to the required centre of the design and press the *LEFT* mouse button.

Removing The Manual Centre Of The Design

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Press *Centre Marks* button - the *Centre Marks* dialog is given.
3. Select *Turn Off Manual* checkbox.
4. Select *OK*.

Print Preview

This option will save the current settings and go to the ***Print Preview*** display.

OLE Page

When an embedded design is on more than one page, this option will allow the required page to be selected for use in the other document. Once the option is selected, a dialog is given, use the spin button to select the required ***Page*** number. There is also a reminder of what is on each page.

Selecting OLE Page

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *OLE Page* button - the *OLE Page* dialog is given.
3. Set the *Page number* by using the spin number.
4. Select *OK*.

The ***Print Settings*** can be saved independently of the design. There are four options at the top of the ***Print Settings*** dialog which will allow values to be saved and loaded from file.

Open

To load previously saved settings, select the ***Open*** option then select the required ***Print Settings*** file and select ***Open***.

Opening A Print Settings File

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Open* from the top of the dialog - the *Open* dialog is given.
3. Select the required file.
4. Select *OK*.

Save

To save the current ***Print Settings*** to file, once the selections have been made select the ***Save*** option, a dialog will be given. This will save the design under whichever filename it was last loaded or saved as. Should the design not have a name, then the file name will be requested as in the ***Save As*** option. The Print Settings files are saved with the extension PST.

Saving A Print Settings File

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Save* from the top of the dialog - the *Save As* dialog is given.
3. Enter the required filename if the file has not been previously saved.
4. Select *OK*.

Save As

This option allows the current ***Print Settings*** to be saved to file and will request the name of the file before saving the design.

Saving A Print Settings File Under A New Name

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Save As* from the top of the dialog - the *Save As* dialog is given.
3. Enter the required filename.
4. Select *OK*.

Make Default

To make the current ***Print Settings*** the default whenever a new design is created, then select the ***Make Default*** option. A prompt will be given to confirm if this is what you require.

Making The Current Print Settings The Default Settings

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Make Default* from the top of the dialog - the *Default Print Settings* dialog is given.
3. Select *Yes*.

Load Default

This option will bring in the default ***Print Settings***, previously saved using the ***Make Default*** option.

Loading The Default Print Settings

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Load Default* from the top of the dialog - the *Default Print Settings* dialog is given.
3. Select *Yes*.

Print Setup

This option allows printer settings such as page size and orientation to be defined without needing to print a design.

Changing Which Printer Is Used Without Printing

1. Select *Print Setup* from the *File* menu - the *Print Setup* dialog is given.
2. Use the drop down list to select the required printer from the given list.
3. Select *OK*.

Changing The Orientation Of The Page Without Printing

1. Select *Print Setup* from the *File* menu - the *Print Setup* dialog is given.
2. Select the required orientation either *Portrait* or *Landscape* by using the given radio buttons.
3. Select *OK*.

Exit

Select the ***Exit*** option in the ***File*** menu or press the letter ***Q***, to leave the program. If any of the current designs have been changed since the last time they were saved, then a warning message will appear and you will be allowed to save the design if required.

Exiting The Program

1. To leave the program, select *Exit* from the *File* menu.

Most Recently Used Design File List

A list of the last five design files which have been used is given at the end of the ***File*** menu. Select the required file by clicking on it or pressing the relevant number.

Selecting A File From The Recently Used File List

1. Select the *File* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *File* menu, then press the number corresponding to the required file.

Convert Menu

Convert Image

Other file formats can be imported and converted into a cross stitch design by Easy Cross, by selecting ***Convert Image*** in the ***Convert*** menu.

Easy Cross supports the following file formats:

Windows Bitmap (BMP)	FAX Group 3
TIFF (Not LZW compression)	FAX Group 4
PCX	Photoshop 3.0 (PSD)
Windows Metafile (WMF)	DCX
JPEG (JPG)	PostScript Raster (EPS)
Truevision TARGA (TGA)	OS/2 Bitmap (BMP)
Portable Network Graphics (PNG)	CALS Raster
Kodak Photo CD (PCD)	MacPaint (MAC)
LEAD compressed (CMP)	GEM Image (IMG)
MPT	Microsoft Paint (MSP)
IOCA (ICA)	WordPerfect (WPG)
WinFax Group 3	SUN Raster (RAS)
WinFax Group 4	Macintosh Pict (PCT)

The TIFF (LZW compression) and GIF formats are not supported due to the patent being held by Unisys.

A number of additional minor file formats are supported. If in doubt select the file and Easy Cross will attempt to auto detect the format.

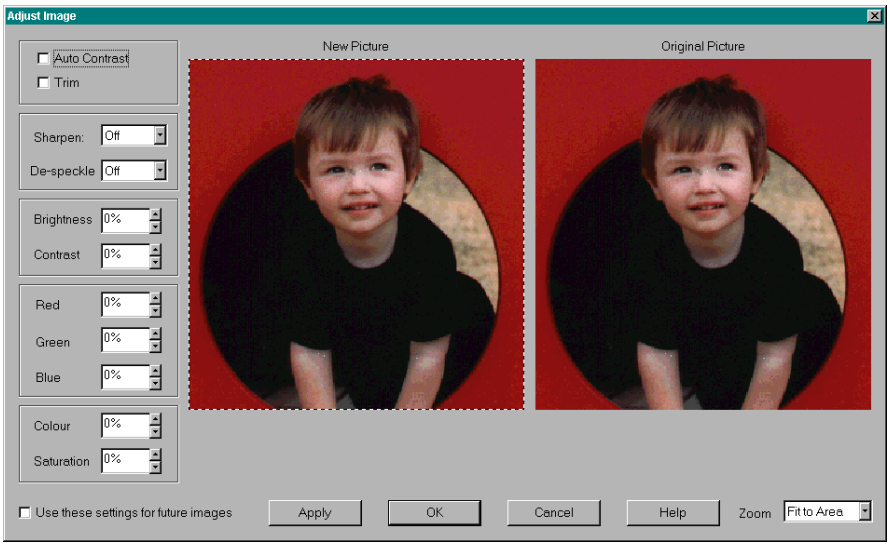
When an image is loaded into Easy Cross, it will normally be converted into full stitches. Normally a design from an imported image will contain a greater number of colours and be of a larger size than is practical in Easy Cross. Decreasing the size and number of colours can result in a loss of quality.

To convert the file into Easy Cross, set the file type to the required format and a list of all files in the folder with that extension will be given. Normally a file from a scanned image will contain a greater number of colours than are available in Easy Cross. So a choice of the best colours is made from the imported file, which can result in a loss of quality.

Once the file type and ***OK*** has been selected the ***Adjust Image*** dialog will be given, on which the image's properties can be altered. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without converting an image and ***Help***.

Adjust Image

The properties of the image can be altered by using the options on this dialog, also given are a preview of the original and new image.



Adjust Image Dialog

Auto Contrast will give a contrast which will spread the shades out evenly, select the ***Auto Contrast*** checkbox to get a good range of bright and dark colours, recommended for most images. ***Trim*** can be used to remove unwanted space around the image; useful if the scanning area was not cropped down to the required size of the picture. Move the cross-hair to one corner of the area. Press and hold down the ***LEFT*** mouse button and drag to the second corner then release and select the ***Trim*** checkbox. Once an area is selected it is possible to use the other options for that area only, i.e. brighten a particular area. To do this select an area then the required option and the changes will only happen within the area.

HINT By deselecting the ***Trim*** checkbox the image will return to it's original size unless ***Apply*** has been selected. It can be useful to select the area first then select the ***Trim*** checkbox.

Sharpen will strengthen the edges in the image which can help to reduce any blurring. ***De-speckle*** will help to remove odd spots of colour, this may help to reduce the Moiré effect to a limited extent. Both ***Sharpen*** and ***De-speckle*** can be used by selecting the required value ***Off***, ***Low***, ***Medium*** or ***High*** from the given drop down lists.

Change the ***Brightness***, ***Contrast***, ***Red***, ***Green***, ***Blue***, ***Colour*** or ***Saturation*** values by using the given spin buttons. ***Brightness*** will make the image darker or lighter, whilst ***Contrast*** will make the image stronger or fainter and ***Saturation*** will make the colours stronger or fainter. Altering ***Red***, ***Green*** and ***Blue*** values can help to compensate for some scanners that may return a tinted image.

NOTE On monitors using 256 or fewer colours, the previews are not a true representation of the image, as it is only working with approximate colours. The final image will not be affected.

HINT Some scanners may return a slightly green image, so making the Green value negative (i.e. -5%) will compensate for this.

HINT To make the colours more vibrant, increase the *Saturation* value (i.e. 50%).

HINT To improve the definition, increase the **Contrast** value.

To use the current settings when converting future designs select the ***Use For All New Images*** checkbox. The ***Zoom Level*** can be altered to improve the view of the images by using the given spin button.

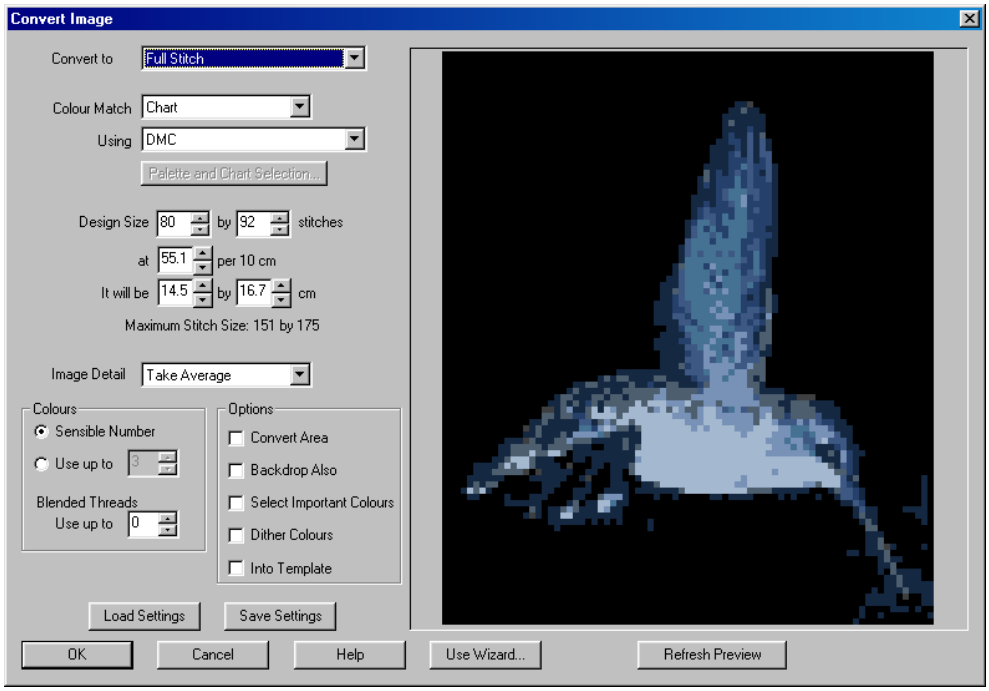
By selecting the ***Apply*** option the current chosen colours will be updated and the dialog will be redrawn showing the design with the new colours. When ***OK*** is selected the ***Convert Image*** dialog will be given listing the available conversion options.

Changing The Properties Of An Image When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Select *Auto Contrast* checkbox to give an automatic adjustment of the contrast.
4. Select area to be trimmed and then *Trim* checkbox.
5. Set *Sharpen* to *Off*, *Low*, *Medium* or *High* as required.
6. Set *De-speckle* to *Off*, *Low*, *Medium* or *High* as required.
7. Adjust *Brightness* and *Contrast* values as required.
8. Adjust *Red, Green* and *Blue* values as required.
9. Adjust *Colour* and Saturation values as required.
10. Alter *Zoom* Level as required.
11. Select *Apply* to save the current changes and be ready to make more alterations.
12. Select *OK* - the *Convert Image* dialog is given.
13. Select required conversion settings.
14. Select *OK*.

Changing The Properties Of An Area Of An Image When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Move the cross-hair to one corner of the area.
4. Press and hold down the ***LEFT*** mouse button and drag to the second corner then release.
5. Select the required options.
6. Select *Apply* to save the current changes and be ready to make more alterations.
7. Select *OK* - the *Convert Image* dialog is given.
8. Select required conversion settings.
9. Select *OK*.



Convert Image Dialog

Convert To

This will set what the image will be converted to from the choice of ***Full Stitch***, ***Backdrop***, ***Full and Part Stitches***, ***Tent Stitch***, ***Backstitch***, ***Backstitch & Full Stitch***, ***Backstitch & Outlined Full Stitch*** and ***Full Stitch over 1***. Once the selection has been made any inappropriate settings will be greyed.

If the image is converted to ***Backdrop***, after converting the image will be displayed behind the grid, thus enabling designing to occur over it. The backdrop options given in the ***Convert*** menu allow you to reposition, delete and alter the brightness of the backdrop.

NOTE When a file is converted as a backdrop, it may not line up with the design grid. This is due to the backdrop and design being at different resolutions.

Line drawings can be converted into single full backstitch rather than cross stitch by selecting ***Backstitch***. When converting an image with filled areas to backstitch, then use ***Backstitch & Full Stitch***, which causes large filled areas to be converted into cross stitch and anything else will be converted to backstitch. ***Backstitch & Outlined Full Stitch*** will outline any areas of cross stitch with single full backstitch in the same colour. When converting to ***Backstitch*** the ***Number of Colours*** will be limited to 15.

When converting an image to backstitch, the program will require additional temporary memory. Once this exceeds 8MB a warning is given and a scale for the detail can be entered. By increasing the scale, less memory is used and the process will be faster, although some detail may be lost.

A preview of the converted image is shown. To update the preview with the current settings select the ***Refresh Preview*** button.

NOTE The preview only shows stitches - if converting to a backdrop this will not be shown.

NOTE All stitches will be converted to single backstitch, which will be of the full spacing style. Use the ***Change Backstitch Section*** option to change the style or colour of the backstitch.

Setting Conversion Type

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required type from the *Conversion To* drop down list.
5. Select required conversion settings.
6. Select *OK*.

Converting A Line Drawing Into Backstitch

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Backstitch* from the *Conversion To* drop down list.
5. Select required conversion settings.
6. Select *OK.*

Converting A Line Drawing With Filled Areas Into Backstitch And Cross Stitch

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Backstitch & Outlined Full Stitch* from the *Conversion To* drop down list.
5. Select required conversion settings.
6. Select *OK*.

Colour Match

This sets what the image will be matched to when converting; choose from ***Chart***, ***Palette*** or ***Palettes and Charts*** from the given drop down list. If ***Chart*** is selected, then the required thread chart should be chosen from available charts given in the drop down list. If ***Palette*** is selected, then the required palette should be chosen from available palettes given in the drop down list. ***Palettes and Charts*** allows colours to be chosen from more than one chart or a palette and chart.

HINT Using ***Palette***, which will match to a previously created palette, can be useful as it will match to specific colours, such as the colours in your workbox.

HINT To convert an image to shades of one colour, i.e. black/white or sepia, use ***Palette*** and select a suitable palette.

If ***Palettes and Charts*** is selected, a dialog is given; click on the required charts and/or palettes then on , this will give a list under ***Match to these Palettes & Charts***. If the image is matched to a palette and chart, the priority is given to the colours in the palette then the chart.

If matching to more than one chart then the charts will be combined and the image will be matched to the amalgamated chart, so the result will match to the nearest colour regardless of the chart. So sometimes only a few colours are selected from the remaining charts.

To specify certain colours to use from a chart, make a palette of those colours and then use ***Palettes and Charts*** selecting that palette and relevant thread chart. When matching, the program will take colours from the palette first then top up with colours from the thread chart.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Converting A Design Matching To A Thread Chart

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Charts* from the *Colour Match* drop down list.
5. Select the required chart from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

Converting A Design Matching To The Current Design Palette

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palette* from the *Colour Match* drop down list.
5. Select <Current Design> from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

Converting A Design Matching To An Existing Palette

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palette* from the *Colour Match* drop down list.
5. Select the required palette from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

Converting A Design Matching To A Palette And Chart

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palettes and Charts* from the *Colour Match* drop down list.
5. Select *Palette and Chart Selection* button - the *Palette and Chart Selection* dialog is given.
6. Select the required palettes and/or charts from the given list.
7. Click the arrow button showing the required direction towards *Match to these Charts & Palettes* list.
8. Set required conversion settings.
9. Select *OK*.

Converting A Design Matching To A One Colour Palette (i.e. Shades of Grey or Sepia)

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palette* from the *Colour Match* drop down list.
5. Select the required grey or sepia palette file from the drop down list.
6. Set required conversion settings.
7. Select *OK*.

Design Size

The size of the Easy Cross design in squares is given along with the measurements at the stated fabric count, also given is the ***Maximum Stitch Size***. To change any of these values either type the new value or use the given spin buttons. The units of measurements can be changed by using ***Options*** in the ***Tools*** menu.

Setting the Size of a Converted Image

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Type in the required values for height & width.
5. Change the *Fabric Count* if required.
6. Set required conversion settings.
7. Select *OK*.

Image Detail

When converting an image Easy Cross will have to reduce the size. Normally the program will take a sample value of a colour area, which is best for when converting line art. To use this option select ***Take Sample*** from the ***Image Detail*** drop down list. But when using a photograph sometimes an average of the colour area is better. To use this option select ***Take Average*** from the ***Image Detail*** drop down list.

When scaling an image the darker or lighter detail can be made more prominent by selecting either ***Enhance Dark Detail*** or ***Enhance Light Detail*** from the ***Image Detail*** drop down list. Depending on the background colour of an image, either dark or light detail may require selecting to give a clear design, i.e. for an image with a white background, ***Enhance Dark Details*** would be selected.

Enhancing Detail In The Image

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select the required setting from the *Image Detail* drop down list.
5. Set required conversion settings.
6. Select *OK*.

Number of Colours

Select the ***Sensible Number*** radio button and the program will choose an appropriate number of colours to give a reasonable quality. Alternatively the ***Number of Colours*** used when converting an image can be set to a specific number by selecting the ***Up To*** radio button and entering the required value using the spin button. If an image is converted with a large number of colours, the quality of the design is better but it can be impractical to stitch. The ***Decrease Colours*** option in the ***Palette*** menu will allow quick reduction of the number of colours used.

By setting ***Use Blended Threads*** to the required value, this will use blends if it represents a better choice than a non-blend, so the number of blends will be less than the chosen number. Blended threads can only be used when the ***Up To*** radio button is selected.

The number of colours in the final design can be less than the value entered because unused colours are removed automatically.

NOTE When using ***Colour Match*** set to ***Palettes and Charts***, the ***Number of Colours*** cannot be set to less than the number of colours in the chosen palettes.

Letting The Program Choose How Many Colours To Convert To

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Sensible Number* radio button.
5. Set required conversion settings.
6. Select *OK*.

Setting The Number Of Colours When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Up To* radio button.
5. Enter the required value using the given spin button.
6. Set required conversion settings.
7. Select *OK*.

Using Blended Colours When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Up To* radio button.
5. Enter the required value using the given spin button.
6. Enter the *Blended Threads* value using the given spin button.
7. Set required conversion settings.
8. Select *OK*.

Convert Area

To convert only part of the image select the ***Convert Area*** checkbox, the partial conversion dialog will be given after the image has been converted but before it is displayed. On the dialog there is a preview of the image and the following options. The ***Spray Size*** and ***Zoom Level*** can be altered by using the given spin buttons. Spray over the areas to be converted by using the mouse. The unimportant areas will be shown as ***Lighter*** or ***Darker***, use the ***Unimportant Colours*** drop down list to change the effect. The ***Clear All*** option will make none of the image important and the ***Select All*** option will make the entire image important.

Selecting An Area Of An Image To Convert

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Convert Area* checkbox.
6. Select *OK* - the *Convert Area* dialog is given.
7. Alter *Spray Size* and *Zoom* Level as required.
8. Select the area to convert by spraying with the mouse.
9. Select *Close*.

Backdrop Also

As well as converting the image into stitches it is possible to have the image as a backdrop in the design, to do this select the ***Backdrop Also*** checkbox.

Converting An Image Into Stitches And A Backdrop

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Backdrop Also* checkbox.
6. Select *OK*.

Select Important Colours

The ***Select Important Colours*** option allows an area to be selected, which indicates which colours are more important. For example a face might be highlighted which will tend to give more flesh tones. This option is most useful when fewer colours are being used as it gives more colours in the most important areas.

Select the ***Select Important Colours*** checkbox and after the image has been imported but before it is displayed, a dialog will be displayed giving a preview of the image and the following options. The ***Spray Size*** option will change the spray size by using the spin buttons. Spray over the areas of the image that are important by using the mouse. The unimportant areas will be shown as ***Lighter*** or ***Darker***, use the ***Unimportant Colours*** drop down list to change the effect. The ***Clear All*** option will make none of the image important and the ***Select All*** option will make the entire image important.

The ***Select Important Colours*** option makes the areas chosen more important. It does not totally disregard the other areas, so colours from those areas may still be chosen.

Selecting Important Colours Of An Image When Importing

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Select Important Colours* checkbox.
6. Select *OK* - the *Select Important Colours* dialog is given.
7. Select the important colours, by spraying with the mouse.
8. Select *Close*.

Dither Colours

The ***Dither Colours*** option will give a converted image a dithered effect, it uses a similar process to a newspaper picture where an image is made up of black and white dots to show the shading. An advantage to dithering an image is that less colours can be used, often less than half.

Dithering is normally best used on larger designs, greater than 100 x 100 and where small detail is not always required.

Dithering an image will give a lot more lone stitches and could increase the difficulty of stitching.

Dithering When Importing

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Dither Colours* checkbox.
5. Select required conversion settings.
6. Select *OK.*

Into Template

Images can be converted into a template; to do this select ***Into Template*** checkbox, select the required settings, then ***OK*** and a dialog is given. Use this dialog to select the template, the ***Fabric Count*** and the position and size of the image as required.

Converting An Image Into A Template

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Into Template* checkbox.
5. Set required conversion settings.
6. Select *OK* - the *Template Selector* dialog is given.
7. Select the required template - a preview is given.
8. Change the *Fabric Count* if required.
9. Use the *Move Across* and *Up/Down* buttons to position the image.
10. Use the *Scale Image* slider to size the image.
11. Select *OK*.

Save Settings

It is possible to save the settings used for converting an image to use for another conversion later on. Set the required conversion settings on the ***Convert Image*** dialog as normal, then select ***Save Settings*** a dialog will be given. Enter the name for this group of settings and select ***OK***; the settings will be saved to a CST file. To overwrite existing settings, select the required filename from the drop down list and ***YES*** when the warning is given.

Saving Conversion Settings

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Set required conversion settings.
5. Select *Save Settings* - the *Save As* dialog is given.
6. Enter a *Filename* for the settings.
7. Select *OK*.
8. Select *OK*.

Load Settings

Load Settings will allow a previously saved group of conversion settings to be loaded ready to use when converting an image. Select ***Load Settings***, a dialog will be given from which select the required filename from the drop down list and select ***OK***.

Loading Conversion Settings

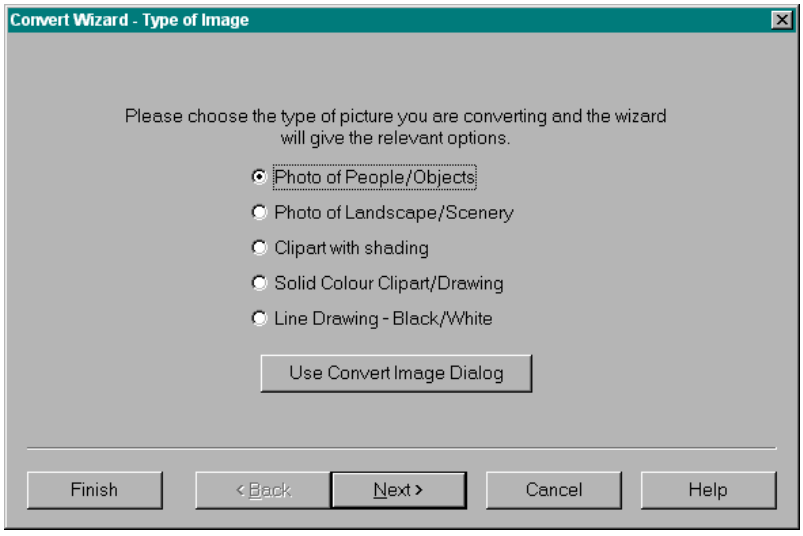
1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Load Settings* - the *Open* dialog is given.
5. Select the required *Filename* from the drop down list.
6. Select *OK*.
7. Select *OK*.

Convert Wizard

The ***Convert Wizard*** gives a step-by-step approach to converting images into cross stitch. The wizard appears as a series of simple relevant questions to take you through the many options available.

The wizard can be replaced by a single dialog if preferred. To do this select the ***Options*** option in the ***Tools*** menu and remove the ***Use Convert Wizard*** tick.

The Convert Wizard does not contain the ***Use as Backdrop*** option, to use this option the single ***Convert Image*** dialog is required.


Convert Wizard - Type of Image
Please choose the type of picture you are converting and the wizard will give the relevant options.
Photo of People/Objects
Photo of Landscape/Scenery
Clipart with shading
Solid Colour Clipart/Drawing
Line Drawing - Black/White
Use Convert Image Dialog
Finish
< Back
Next >
Cancel
Help

Convert Wizard Dialog

Hints and Tips for Converting Images

There are several factors which will affect the final design, these include the quality of the scanner and that of the original image.

To achieve the best results, the original image should be a photograph. A printed picture can give poor results due to the printing method. If you would like to use a magazine picture or similar material, then try scanning at a higher resolution. This gives a better image for Easy Cross to use, but it will increase the processing time and the memory required. Before using material other than your own, permission should be obtained from the holder of the copyright to prevent infringement of the copyright laws.

Generally, scan images at a low resolution i.e. 75 - 100 dots per inch at most, this will keep the processing time down and use less memory. If enlarging the image, then use a higher resolution i.e. 200 - 300 dots per inch. Using a 24 bit image will give the best result, but can produce files that are very large and thus increase the processing time.

When converting an image into a cross stitch design, some manual editing is normally required to make the chart suitable for stitching.

By decreasing the ***Intensity*** value in the ***Adjust Image*** option, it is possible to reduce glare on the image.

If the image is too dark or light, use the ***Brightness*** control in the ***Adjust Image*** option to correct the image.

Some scanners may give an image a tint of colour, for example green, which is not on the original. To correct this use the ***Adjust Image*** option.

When the image is imported there may be some areas which do not have many colours, whilst another area has too many colours. By using the ***Select Important Colours*** option, areas where the colour matching should be concentrated can be selected.

To convert a photograph with less than 10 colours, use the ***Dither*** option to improve the colour matching.

If the final design contains a number of colours which only have a few stitches each then use the ***Decrease Colours*** option to quickly remove them.

Browse Convert Image

This option allows previews of non Easy Cross files to be seen before they are imported. Select ***Browse Convert Image*** in the ***Convert*** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing ***OK***, the selected file will be imported.

NOTE

The first time a preview of a design is drawn a few moments can be taken due to the complexity of imported pictures.

The file type can be set by selecting the required type from the ***File Type*** drop down list. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b*.bmp, would list only Bitmap files beginning with the letter b.

To change the folder, select the ***Select Folder*** button, a list of folders will be given from which a new one can be selected.

More than one file can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***OK*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

To print a series of thumbnails of selected designs, select ***File*** from the ***Browse*** dialog and then ***Print Thumbnails***. The ***Print Thumbnails*** dialog is given, use the given radio buttons to select whether ***Selected Thumbnails*** or ***All Thumbnails*** are printed. The number of thumbnails printed on one page can be altered by using the ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. To hide the file extensions select the ***Hide File Extensions*** checkbox. The ***Print to File*** checkbox will save the printout to a bitmap file - see ***Print to File*** in the ***File*** menu for more detail on bitmap file settings. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing any thumbnails and ***Help***.

Design files can also be copied, moved, renamed and deleted by selecting the required files and then the required option either ***Copy***, ***Move***, ***Rename*** or ***Delete*** from ***File*** from the ***Browse*** dialog.

The ***Batch Process*** option allows a series of options (***Remove Unused Colours***, ***Process Back Stitch***, ***Generate Thread Numbers*** and ***Print***) on multiple files without needing to go through each file individually. To carry out a ***Batch Process*** on a series of files, they must be in the same folder and will be saved there. When ***Batch Process*** is selected from the menu, a dialog is given, select the required checkboxes to carry out the required options. If ***Generate Thread Numbers*** is selected then select the ***Charts*** button to select which colour charts. If ***Print*** is selected then when the first design prints the standard Windows print dialog will be given, all following designs will use the same settings. To change the folder to which the files are saved either type in the required folder or use the ***Browse***. Other options that are given are ***OK*** to continue, ***Cancel*** to leave the option without carrying out a batch process and ***Help***.

Browsing Convert Image Files

1. Select *Browse Convert Image* from the *Convert* menu - the *Browse Convert Image* dialog is given.
2. Use *Select Folder* button to change folder if required.
3. Click on the required file's preview.
4. Select *OK*.

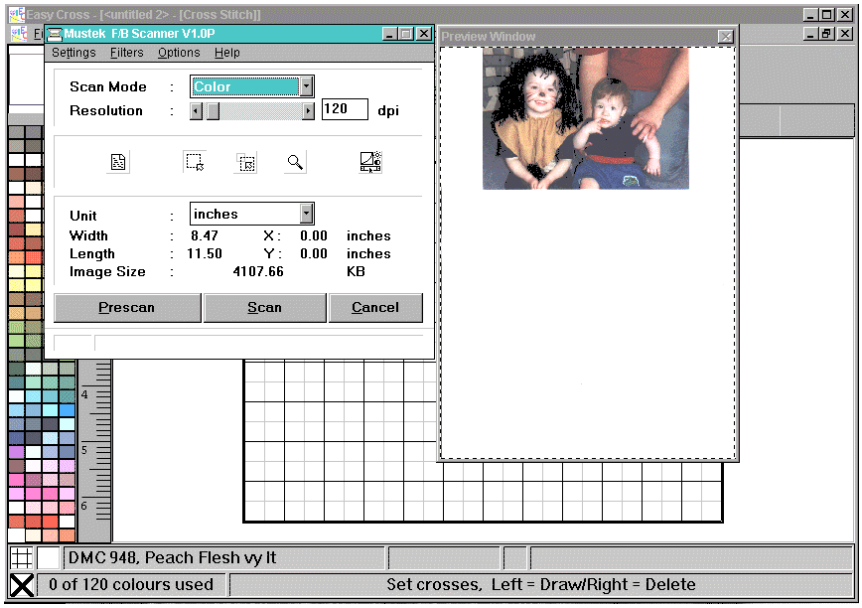
Acquire

The ***Acquire*** option is used to directly scan an image into Easy Cross. Once this option has been selected, a dialog is given on which various selections can be made. Set the ***Scan Mode*** to match the type of image you are scanning by using the drop down list, ***LineArt*** is best for line drawings and ***Color*** is best for photographs.

Use the slider bar to set the ***Resolution*** value. Generally, scan images at a low resolution i.e. 75 - 100 dots per inch at most, this will keep the processing time down and use less memory. If enlarging the image then use a higher resolution i.e. 200 - 300 dots per inch. Using a 24 bit image will give the best result, but can produce data that is very large and thus increase the processing time.

Selecting the ***Tonal Adjustment*** will allow the brightness, contrast and colour to be changed. To see the effect of these changes click the preview button.

The size of the scan area can be adjusted by resizing the crop frame. The ***Prescan*** option allows the image to be seen as it would be when scanned. Once the required settings have been changed select ***Scan*** to scan the image. For further information on scanning, see the on-line help within the scanning option.


Easy Cross - [<untitled 2> - [Cross Stitch]]
Mustek F/B Scanner V1.0P
Settings Filters Options Help
Scan Mode : Color
Resolution : 120 dpi
Unit : inches
Width : 8.47 X : 0.00 inches
Length : 11.50 Y : 0.00 inches
Image Size : 4107.66 KB
Prescan
Scan
Cancel
Preview Window
DMC 948, Peach Flesh vy lt
0 of 120 colours used
Set crosses, Left = Draw/Right = Delete

Acquire Dialog

NOTE

The Acquire dialog may vary depending on which scanner driver is used. The dialog above is from a flatbed scanner driver.

Scanning A Photograph

1. Select *Acquire* from the *Convert* menu - a dialog is given.
2. Set the *Scan Mode* to the required type by using the drop down list.
3. Set the *Resolution* value to 100 dots per inch by using the slider.
4. Select *Tonal Adjustment* for brightness and contrast, if required.
5. Select *Prescan* to see how the image would look when scanned.
6. Select *Scan* to scan the image.

Or

1. Select the *Acquire* button from the toolbar and follow instructions No.2 to No.6.

Select Source

The ***Select Source*** option in the ***Convert*** menu allows you to select which scanner is to be used by Easy Cross. Once this option is selected then the required scanner can be chosen from the given list.

Selecting The Scanner To Be Used

1. Select *Select Source* from the *Convert* menu - a list is given.
2. Select the required scanner from the list.
3. Select the *Select* button.

Merge Conversions

Merge Conversions will allow a comparison between two different conversions and stitches to be merged into the current design. Designs being merged must be of the same size and from a conversion. Both files need to be open and the current file is the one in which the changes will be made. Select ***Merge Conversions*** in the ***Convert*** menu, a dialog is given from which the comparison design should be selected.

The ***Merge Conversions*** dialog is then given which shows both designs side by side, the current design on the right hand side. To see where the designs are the same, select either ***Dark*** or ***Light*** from the ***Show Same*** drop down list as required. Spray on the area of the current design to copy the stitches from the other design. The ***Spray Size*** and ***Zoom Level*** can be altered by using the given spin buttons. To remove the changes spray whilst holding down the ***RIGHT*** mouse button. ***Merge All*** will merge all of the second design into the current design and ***Clear All*** will take the current design back to its original state.

The **Conversion Settings** option will give details of the settings used to convert an image into a design; it gives information on the original image and the conversion.

NOTE This option does not merge backstitch.

NOTE When stitches are merged an entire grid square is copied (i.e. individual quarter stitches cannot be copied)

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without merging the designs and ***Help***.

Merging Two Converted Designs Together

1. *Open* or *Convert* two designs with the changes being made to the active design.
2. Select *Merge Conversions* from the *Convert* menu - the *Merge Conversions* dialog is given.
3. Select the file that areas can be merged from - the *Merge Conversions* dialog is given.
4. Alter *Spray Size* and *Zoom* Level as required.
5. Spray on the current design the areas you wish to merge.
6. Select *OK*.

Reconvert

Reconvert in the ***Convert*** menu allows an image to be converted with different settings in order that the best conversion can be achieved. When an image is converted the program remembers the original image, so even if the conversion was done by using the ***Acquire*** option then the image will not have to be scanned again.

NOTE If the designs' image data came from a scanner (via the option ***Acquire***) then a copy of the data is automatically stored on disk to a temporary file in order that the image can still be reconverted. When the design is closed this file is removed and the image can no longer be reconverted.

Reconverting A Converted Image

1. Select a design which has been created from a converted image.
2. Select *Reconvert* from the *Convert* menu - the *Convert Image* dialog is given.
3. Set the required conversion settings.
4. Select *OK*.

Randomise

The ***Randomise*** option from the ***Convert*** menu will cause a "scattering" of the stitches that can be used to give less of a strong edge between colours. Once the option is selected, a ***Randomise*** dialog is given; set the size of the spray by using the spin buttons. Then spray over the area to be scrambled, press the ***RIGHT*** mouse button to leave the option when finished.

To Soften Strong Edges Between Colours

1. Select *Randomise* from the *Convert* menu.
2. Select the required *Spray Size* by using the spin buttons.
3. Spray over the required area.
4. Press the *RIGHT* mouse button to leave the option.

Clone

The ***Clone*** options in the ***Convert*** menu will allow the removal of objects within an image, for example a tree against a sky background. The ***Offset***, i.e. how far away the stitches will be copied from, can be set to copy the sky and then the tree can be replaced by sky. Select ***Clone*** from the ***Convert*** menu and a sub-menu will be given containing ***Spray*** and ***Fill***, select the required method.

Once the required method has been selected, a cross-hair cursor will be given which will set the ***Offset***. Place it at the point where the cloning will copied from, press and hold down the ***LEFT*** mouse button, drag to the point where cloning will be copied to and release. So if the ***Offset*** has been set to 5 squares down, the cloning will always copy from 5 squares above any point on the design.

The ***Change to Spray/Fill*** option in the ***Clone*** sub-menu will allow the method to be switched between ***Spray*** and ***Fill*** without having to re-select the ***Offset*** value.

Use the Fill method to clone large areas and then the Spray method to tidy around the edges.

Cloning only copies cross stitch and not back stitch or French knots.

Cloning will copy blank stitches.

To Clone An Area By Spraying

1. Select *Clone* from the *Convert* menu - a sub-menu is given.
2. Select *Spray* - a cross-hair cursor is given.
3. Set the *Offset* by placing the cross-hair at the point to be copied from and dragging the required distance/direction.
4. Spray over the required area.

To Clone An Area By Filling

1. Select *Clone* from the *Convert* menu - a sub-menu is given.
2. Select *Fill* - a cross-hair cursor is given.
3. Set the *Offset* by placing the cross-hair at the point to be copied from and dragging the required distance/direction.
4. Fill the required area.

Changing Between Cloning By Spraying And By Filling

1. Select *Clone* from the *Convert* menu - a sub-menu is given.
2. Select *Change to Spray/Fill*.

Filter

Filter in the ***Convert*** menu allows lone full stitches to be changed or deleted, this can help to reduce the stitching difficulty. Use the given radio buttons to select which level the filter will work, the choice is from ***Remove*** and ***Make As Surrounding***.

The ***Minimum Number of Stitches Separating Lone Full Stitches*** allows the distance to be set which lone stitches must be apart before they will be removed. If the value is 1 then the program will not remove any stitches that are adjacent to one of the same colour. If the value is 2 the program will not remove any stitches that are less than 2 stitches apart. Use the given spin button to alter the value as required.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Removing Small Groups Of Stitches

1. Select *Filter* from the *Convert* menu - the *Filter* dialog is given.
2. Select *Make As Surrounding* radio button.
3. Select *Minimum Number of Stitches Separating Lone Full Stitches* to the required value.

Position Backdrop

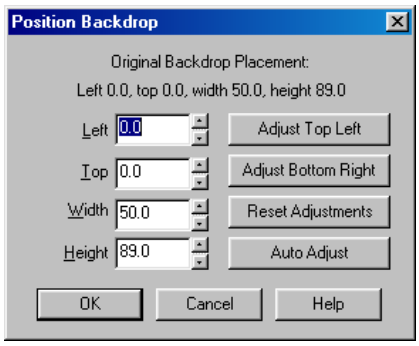
By using this option, the position of the backdrop can be changed, which is useful when it is being used in an existing design. Once this option is selected, a dialog will appear giving the original placement and size. Also given are spin buttons that allow changes to be made to the position of the ***Top*** and ***Left*** of the backdrop, along with its ***Height*** and ***Width***.

Please ensure that you have permission from the owner of the copyright for the chart before using it.

If the backdrop doesn't line up with the grid, fine adjustments can be made by using ***Adjust Top Left*** and ***Adjust Bottom Right***. Select ***Adjust Top Left***, the dialog disappears and a cross-hair is given. On a position on the backdrop in the top left, press and hold the *LEFT* mouse button and drag the cursor to where the point should match up to on the grid. The backdrop will be offset and the ***Position Backdrop*** will return. Select ***Adjust Bottom Right***, the dialog disappears and a cross-hair is given. On a position on the backdrop in the bottom right, press and hold the *LEFT* mouse button and drag the cursor to where the point should match up to on the grid. The backdrop will be rotated/scaled and the ***Position Backdrop*** will return, select Reset Adjustments to clear any changes that have been made.

When the ***Auto Adjust*** option is chosen the program will attempt to automatically recognise the grid lines. Once the option has been selected a cross-hair is given. On the backdrop select the middle of an empty grid square. It is best to choose a square that has empty squares across and below to the one chosen.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the position of the backdrop and ***Help***.



Position Backdrop Dialog

The quality of the backdrop is important. Without well defined grid lines the program will not be able to automatically identify the grid. Scan at a resolution of 200dpi or higher in greyscale or full colour.

Try to ensure that the chart is of even brightness - if there are dark and light areas to the scan the program may not be able to identify the lines correctly.

Choose an area of the grid that is empty. The program works by analysing grid squares across and down to the chosen square. The greater the number of empty squares it can locate the better the accuracy.

If the chart does not line up correctly try choosing a different start point for the auto adjust position. If the chart is lined up in one area but not another try working on the area that is lined up - once this is completed use the auto adjust option to choose another area of the chart.

If the chart does not line up correctly, try using the *Auto Contrast* and *Sharpen* features in the *Adjust Image* dialog when scanning.

*Manually Positioning A Converted Back*drop

1. Select *Position Back*drop from the *Convert* menu - the *Position Backdrop* dialog is given.
2. Use the spin buttons to set the *Top*, *Left*, *Height* and *Width* values.
3. Press the *Adjust Top Left* button – the dialog will disappear and a cross hair cursor will be given.
4. Move the cursor to a point on the backdrop, press and hold the *LEFT* mouse button.
5. Drag the cursor to the required position on the grid and release the mouse button - the *Position Backdrop* dialog will appear.
6. Press the *Adjust Bottom Right* button – the dialog will disappear and a cross hair cursor will be given.
7. Move the cursor to a point on the backdrop, press and hold the *LEFT* mouse button.
8. Drag the cursor to the required position on the grid and release the mouse button - the *Position Backdrop* dialog will appear.
9. Select *OK*.

*Automatically Positioning A Converted Back*drop

1. Select *Position Back*drop from the *Convert* menu - the *Position Backdrop* dialog is given.
2. Press the *Auto Adjust* button – the dialog will disappear and a cross hair cursor will be given.
3. Move the cursor to an empty grid square on the backdrop and press the *LEFT* mouse button.

Rotate/Reflect Backdrop

Rotate/Reflect Backdrop allows the backdrop to be rotated by multiples of 90º and/or reflected horizontally. When the option is selected by using ***Rotate/Reflect Backdrop*** in the ***Convert*** menu, a dialog is given. Select the required radio button to have the design rotated by ***90***, ***180*** or ***270*** degrees, to reflect a design select the given checkbox.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without rotating or reflecting the backdrop and ***Help***.

Rotating The Backdrop

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *90º, 180º* or *270º* radio button.
3. Select *OK*.

Reflecting The Backdrop

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *Reflect* checkbox.
3. Select *OK*.

Delete Backdrop

This option allows you to delete the current backdrop; it will always ask if this is what you require, to prevent losing the backdrop by accident.

Deleting The Imported Backdrop

1. Select *Delete Backdrop* from the *Convert* menu.

Backdrop Display

The backdrop can be turned on or off by selecting ***Backdrop On*** and ***Backdrop Off*** on ***Backdrop Display*** in the ***Convert*** menu. By pressing the letter ***U***, the display of the backdrop will toggle on and off. This can be used to make the design clearer and for checking what the design will look like when stitched.

Turning The Converted Backdrop On

1. Select *Backdrop Display* from the *Convert* menu - a sub-menu is given.
2. Select *Backdrop On* from the *Backdrop Display* sub-menu.

Or

1. Press *U* will toggle between *Backdrop On* and *Backdrop Off*.

Turning The Converted Backdrop Off

1. Select *Backdrop Display* from the *Convert* menu - a sub-menu is given.
2. Select *Backdrop Off* from the *Backdrop Display* sub-menu.

Or

1. Pressing *U* will toggle between *Backdrop On* and *Backdrop Off*.

Backdrop Brightness

The ***Backdrop Brightness*** option allows the intensity of the backdrop to be changed to make the display clearer. The options are ***Very Light***, ***Light***, ***Normal***, ***Dark*** and ***Very Dark***, just click on the required one.

Setting The Backdrop Brightness

1. Select *Backdrop Brightness* from the *Convert* menu - a sub-menu is given.
2. Select the required brightness from the *Backdrop Brightness* sub-menu.

Convert Backdrop

Palette Spray Stitches

The ***Palette Spray Stitches*** option will allow stitches to be sprayed onto the design matching the backdrop colour to the nearest one from the design palette. The stitches will be placed using the current stitch type and will work for all stitches except backstitch and French knots. Once the option is selected a cross-hair is given, move this over the area to have the backdrop converted and press the *LEFT* mouse button. The button can be held down whilst moving around to spray the backdrop stitches.

This option will only work when the backdrop is visible.

Palette Spray Stitches is useful for touching up and to convert small areas which were originally missed.

Spraying Backdrop Stitches Using Colours From The Palette

1. Select *Convert Backdrop* from the *Convert* menu - a sub-menu is given.
2. Select *Palette Spray Stitches* - a cross-hair is given.
3. Move the cursor to where the stitches should be sprayed.
4. Press and hold down the *LEFT* mouse button and spray.

Chart Spray Stitches

The ***Chart Spray Stitches*** option will allow stitches to be sprayed onto the design adding a new colour from current thread chart if one doesn't exist in the current palette. The stitches will be placed using the current stitch type and will work for all stitches except backstitch and French knots. Once the option is selected a cross-hair is given, move this over the area to have the backdrop converted and press the *LEFT* mouse button. The button can be held down whilst moving around to spray the backdrop stitches.

This option will only work when the backdrop is visible.

Chart Spray Stitches is useful for converting larger areas or areas which use colours that do not appear in the palette.

Spraying Backdrop Stitches Using Colours From The Chart

1. Select *Convert Backdrop* from the *Convert* menu - a sub-menu is given.
2. Select *Chart Spray Stitches* - a cross-hair is given.
3. Move the cursor to where the stitches should be sprayed.
4. Press and hold down the *LEFT* mouse button and spray.

Most Recently Used Image File List

A list of the last five image files that have been used is given at the end of the ***Convert*** menu. Select the required file by clicking on it or pressing the relevant number.

Selecting A File From The Recently Used Image File List

1. Select the *Convert* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *Convert* menu, then press the number corresponding to the required file.

Edit Menu

Copy

To copy a section of the design, select the option ***Copy*** in the ***Edit*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the area. Once the new position has been selected, press the ***LEFT*** mouse button again and the area will be copied. The area can be copied several times by repeatedly selecting new positions.

Should you not require to see the actual area that is being copied then by pressing the ***Space Bar*** only the outline of the box is shown.

The area which has been selected for copying will also be copied to the Windows Clipboard, so it can be used in other Windows programs.

NOTE

When a design is copied to the Windows Clipboard only block stitches will be available to other programs.

The area may also be rotated, reflected and scaled whilst being copied. Should you wish to do this, press the following keys after selecting the area to be copied:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

NOTE

When enlarging/reducing an area, the scale is in integer amounts only.

The option will continue until the ***RIGHT*** mouse button is pressed.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be copied and pressing the letter ***C***.

Copying An Area Of Design

1. Select *Copy* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be copied, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *C* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

Or

1. Select the *Copy* button from the toolbar - a cross-hair is given.
2. Move cross-hair to one corner of the area to be copied, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

User Definable Outline Shape

This option will allow a precise area to be copied. Select the ***Copy*** option in the ***Edit*** menu and after the cross-hair appears, press ***Y***. Move the cursor to the starting point of the required area and press the ***LEFT*** mouse button. Follow the outline of the shape, pressing the ***LEFT*** mouse button at every corner. Once the shape is finished, press the ***RIGHT*** mouse button and the area can be copied.

Copying An Area Of Design By Using The User Defined Outline

1. Select *Copy* from the *Edit* menu - a cross-hair cursor is given.
2. Press *Y*, move the cross-hair to the starting point of the area to be copied and press the *LEFT* mouse button.
3. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
4. When the shape is finished press the *RIGHT* mouse button.
5. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
6. To place another copy repeat No. 5.
7. To finish the option, press the *RIGHT* mouse button.

Move

This option works in the same way as ***Copy***, but will remove the original area when it is copied. Also the area can only be moved once and then the option finishes, so it must be reselected to move a second area.

To finish the option at any point press the ***RIGHT*** mouse button.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be moved and pressing the letter ***M***.

Moving An Area Of Design

1. Select *Move* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *M* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Or

1. Select the *Move* button from the toolbar - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Moving An Area Of Design By Using The User Defined Outline

1. Select *Move* from the *Edit* menu - a cross-hair cursor is given.
2. Press *Y*, move cross-hair to the starting point of the area to be moved and press the *LEFT* mouse button.
3. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
4. When the shape is finished press the *RIGHT* mouse button.
5. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Cut

The ***Cut*** option allows an area to removed from the Easy Cross design and placed into the Windows Clipboard. This option works in the same way as ***Move***, but without placing the area in a new position.

To finish the option at any point press the ***RIGHT*** mouse button.

Cutting An Area Of Design And Adding It To The Windows Clipboard

1. Select *Cut* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to one corner of the area to be copied and press *Ctrl X* - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Select the *Cut* button from the toolbar - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Paste

When this option is selected, the contents of the Windows Clipboard will be copied into the current Easy Cross design. Position the area to be pasted by using the mouse. Once this has been done, press the ***LEFT*** mouse button to paste the area.

Should you not require to see the actual area that is being copied then by pressing the ***Space Bar*** only the outline of the box is shown.

The area may also be rotated, reflected and scaled before it is pasted, this is done by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

To finish the option at any point, press the ***RIGHT*** mouse button.

When enlarging/reducing an area, the scale is in integer amounts only.

Different programs store information in the Windows Clipboard in different formats, some of which will not be able to be pasted into Easy Cross.

Pasting The Contents Of The Windows Clipboard Into A Design

1. Select *Paste* from the *Edit* menu - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Or

1. Press *Ctrl V* - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Or

1. Select the *Paste* button from the toolbar - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Copy/Move Settings

This option will allow only cross stitch, backstitch and/or annotations to be copied or moved. Select ***Copy/Move Settings*** in the ***Edit*** menu, a dialog is given. To copy/move cross stitch, select the ***Copy/Move Cross Stitch*** checkbox. To ***Copy/Move Backstitch***, select the given checkbox. To ***Copy/Move Annotations***, select the given checkbox.

As well as copying and moving cross stitch and backstitch separately, these settings will also affect which stitch types are changed when using the ***Delete Colour*** and ***Change Colour*** options.

Remove Backstitch Under Pasted Areas option will remove the backstitch under the area when using options like ***Copy***, ***Move***, ***Paste*** etc.

NOTE

The default is to not remove the backstitch in order to remain compatible with previous versions of the software.

This option can also be used without selecting the menu option by pressing the keys ***Ctrl, Shift and C*** to toggle ***Copy/Move Cross Stitch*** on and off and ***Ctrl, Shift and B*** to toggle ***Copy/Move Backstitch*** on and off. The current ***Copy/Move Settings*** will be given on the bottom status bar.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the settings and ***Help***.

Copying/Moving Cross Stitch Only

1. Select *Copy/Move Settings* from the *Edit* menu - the *Copy/Move Settings* dialog is given.
2. De-select *Copy/Move Backstitch* checkbox.
3. Select *OK*.

Copying/Moving Backstitch Only

1. Select *Copy/Move Settings* from the *Edit* menu - the *Copy/Move Settings* dialog is given.
2. De-select *Copy/Move Cross Stitch* checkbox.
3. Select *OK*.

Copying/Moving Annotations Only

1. Select *Copy/Move Settings* from the *Edit* menu - the *Copy/Move Settings* dialog is given.
2. De-select *Copy/Move Cross Stitch* checkbox.
3. De-select *Copy/Move Backstitch* checkbox.
4. Select *Copy/Move Annotations* checkbox.
5. Select *OK*.

Removing The Backstitch From Under Pasted Area

1. Select *Copy/Move Settings* from the *Edit* menu - the *Copy/Move Settings* dialog is given.
2. Select *Remove Backstitch Under Pasted Area* checkbox.
3. Select *OK*.

Flip

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be reflected vertically by selecting ***Flip*** in the ***Edit*** menu.

Reflecting An Area Of Design Vertically When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Flip* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *J*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Mirror

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be reflected horizontally by selecting ***Mirror*** in the ***Edit*** menu.

Reflecting An Area Of Design Horizontally When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Mirror* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *R*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Rotate 90 Degrees

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be rotated by 90° by selecting ***Rotate 90 Degrees*** in the ***Edit*** menu.

Rotating An Area Of Design When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Rotate 90 Degrees* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and Text.
2. Press *T*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Scale Up

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be enlarged by selecting ***Scale Up*** in the ***Edit*** menu.

Scaling Up An Area Of Design When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Scale Up* from the *Edit* menu the required number of times.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *Page Up*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Scale Down

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be reduced by selecting ***Scale Down*** in the ***Edit*** menu.

Scaling Down An Area Of Design When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Scale Down* from the *Edit* menu the required number of times.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy, Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *Page Down*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Transform

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, they can be rotated by any angle and/or scaled by selecting ***Transform*** in the ***Edit*** menu. Once this option has been selected then a cross-hair is given, use this to set the bottom left and then the bottom right of the area. When the area is in the required position, press the ***LEFT*** mouse button to place it. By holding the ***Ctrl*** key down whilst rotating an area the size of the area will not change.

This option can also be used without selecting the menu option by pressing the letter ***Ctrl T***.

Transforming An Area Of Design When Placing

1. After selecting the area by using one of the following options: *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Transform* from the *Edit* menu - a cross-hair cursor is given.
3. Move the cross-hair to the bottom left of the new position, press and hold down the *LEFT* mouse button whilst dragging to the bottom right - the transformed stitches are shown.
4. Release the button when the box is the correct size.

Or

1. After selecting the area by using one of the following options: *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *Ctrl T* - a cross-hair is given.
3. Move the cross-hair to the bottom left of the new position, press and hold down the *LEFT* mouse button whilst dragging to the bottom right - the transformed stitches are shown.
4. Release the button when the box is the correct size.

Rotating An Area Of Design When Placing Without Changing It's Size

1. After selecting the area by using one of the following options: *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Transform* from the *Edit* menu - a cross-hair cursor is given.
3. Whilst holding down the ***Ctrl*** key.
4. Move the cross-hair to the bottom left of the new position, press and hold down the *LEFT* mouse button whilst dragging to the bottom right - the transformed stitches are shown.
5. Release the button when the box is the correct size.

Modify Colours

When placing areas in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options, the colours in the area can be altered by selecting ***Modify Colours*** in the ***Edit*** menu. Once this option has been selected a dialog is given showing the area being placed and the palette. The colours above the palette are the original colours used in the area and will remain unaltered. The colours above the area are the original colours and are used to alter the colours. Click on the colour to be altered, then select the new colour from the palette. Repeat this until the required alterations have been made. To go back to the original click on the equivalent colour in the set above the palette.

This option can also be used without selecting the menu option by pressing the letter ***Ctrl M***.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without modifying the colours and ***Help***.

If the ***Show Area to Place*** is on, then the new colours will not be given until the area has been placed.

On monitors having 256 colours the first 220 colours in the palette are displayed solid, the rest being mixed. If the palette contains more than 220 colours, then the colours of the area will be displayed as a mixture, until a solid colour is chosen.

Modifying Colours Of An Area When Placing

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Modify Colours* from the *Edit* menu - the *Modify Colours* dialog is given.
3. Select the colour to be changed from the ones above the area.
4. Select the new colour from the palette.
5. Repeat steps 3 and 4 until all the changes have been made.
6. Select *OK* and place the area in the required position.

Or

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *Ctrl M* - the *Modify Colours* dialog is given.
3. Select the colour to be changed from the ones above the area.
4. Select the new colour from the palette.
5. Repeat steps 3 and 4 until all the changes have been made.
6. Select *OK* and place the area in the required position.

Centre In Area

When placing an area when using options like ***Copy***, ***Move***, ***Text*** and ***Draw Motif*** it is possible to centre it within a specified area. Once the area to be placed is given on screen, select ***Centre in Area*** from the ***Edit*** menu, a cross-hair will be given. Move the cursor to one corner of the area to be centred within then press and hold the ***LEFT*** mouse button. Drag the cursor to the opposite corner and release the mouse button, the area will be placed centrally.

Centring Within A Designated Area

1. After selecting the area by using one of the following options: *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Select *Centre in Area* from the *Edit* menu - a cross-hair cursor is given.
3. Move the mouse to one corner of the area to be centred within and press and hold the *LEFT* mouse button.
4. Drag the cursor to the opposite corner and release the mouse button.

Fill and Remove

To ***Fill*** an area with a selected colour or delete the stitches from an area, use ***Fill and Remove*** in the ***Edit*** menu. When the option is selected a cross-hair cursor will be given, use the mouse to move the cross-hair to one corner of the area to be filled or deleted and press the ***LEFT*** mouse button. When this has been done a box will appear, the size of which can be altered by moving the mouse. Once the desired area has been selected, press the ***LEFT*** mouse button a second time to fill the area with the Current Colour and stitch type, or the ***RIGHT*** mouse button to delete the area.

If the stitch type is set to any of the backstitch styles, full cross stitch will be used instead.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be filled or deleted and pressing the letter ***F***.

The option will continue until the ***RIGHT*** mouse button is pressed.

Filling A Rectangular Area With A Selected Colour

1. Select *Fill and Remove* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be filled and press the *LEFT* mouse button - a box is given.
3. Set the size of the box by moving the mouse.
4. Press the *LEFT* mouse button and the box will be filled with the current colour.
5. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cross-hair to one corner of the area to be copied and press *F* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button and the box will be filled with the current colour.
4. To finish the option, press the *RIGHT* mouse button.

Removing A Rectangular Area From The Design

1. Select *Fill and Remove* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be filled and press the *LEFT* mouse button - a box is given.
3. Set the size of the box by moving the mouse.
4. Press the *RIGHT* mouse button and the stitches in the box will be removed.

Or

1. Move the cross-hair to one corner of the area to be copied and press *F* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *RIGHT* mouse button and the stitches in the box will be removed.

Smooth Stitches

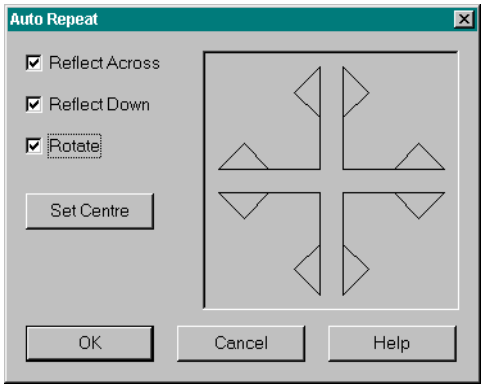
This option allows step effects to be reduced by adding three quarter stitches to the design. Select ***Smooth Stitches*** in the ***Draw*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release. The program will smooth edges in the given area. The option will continue until the ***RIGHT*** mouse button is pressed.

Smoothing Edges

1. Select *Smooth Stitches* from the *Draw* menu.
2. Move the cross-hair to one corner of the area to be smoothed, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. To finish the option, press the *RIGHT* mouse button.

Auto Repeat

Auto Repeat in the ***Edit*** menu will allow edits to be automatically repeated by reflecting across, down or rotating. This means that symmetrical designs can be more quickly and easily created. When the option is selected a dialog is given, on which to control how the area is repeated. Select the given checkboxes to have ***Reflect Across***, ***Reflect Down*** or ***Rotate*** used when repeating areas. The display shows which repeats will be done and it will be updated as the checkboxes are selected.



Auto Repeat Dialog

NOTE

Selecting ***Rotate*** and either ***Reflect Across*** or ***Down*** will cause all eight copies to be updated so the remaining reflection is not required.

Select the ***Set Centre*** button, this will cause the dialog to disappear and a cross-hair will be given. Use the cross-hair to select the centre of the area by clicking the ***LEFT*** mouse button, it can be placed on either the intersections of the grid or the centre of the squares. Red lines will be given on the grid which indicates where the edits will be reflected and the curved arrow will be given if they will be rotated. Now the edits are can be made and they will be automatically repeated as per the options selected.

NOTE

The ***Auto Repeat*** settings are saved with the design so they will be ready next time the design is opened.

NOTE

This option works with edits such as spraying, drawing lines and other shapes, cut, copy, paste and placing motifs etc.

To change which repeats are made or change the centre, then reselect the ***Auto Repeat*** option and select the required settings. Select ***OK*** to accept the changes or reposition the centre, to stop the *Auto Repeat* option make sure the checkboxes are not selected.

Repeating Edits Automatically In Another Area

1. Select *Auto Repeat* from the *Edit* menu - the *Auto Repeat* dialog is given.
2. Select *Reflect Across*, *Reflect Down* or *Rotate* checkbox as required, a combination of the three can be selected.
3. Select *Set Centre* - a cross-hair cursor is given.
4. Move the cross-hair to where the centre of the area should be.
5. Red lines on the grid show where the edits will be reflected, a curved arrow will be given if they will be rotated.
6. Now the edits can be made and they will be repeated automatically.

Changing The Settings Of The Automatic Repeating Of The Edits

1. Select *Auto Repeat* from the *Edit* menu - the *Auto Repeat* dialog is given.
2. Select the new settings (*Reflect Across*, *Reflect Down* or *Rotate*).
3. Select *OK*.

Removing The Automatic Repeating Of The Edits

1. Select *Auto Repeat* from the *Edit* menu - the *Auto Repeat* dialog is given.
2. Make sure that none of the checkboxes are selected.
3. Select *OK* - the red lines and/or arrow will disappear.

Pick

Colour

To pick-up a colour from the design, select ***Pick*** in the ***Edit*** menu, a sub-menu is given. Select ***Colour***, this will give a cross-hair to select the required colour. Once the colour is selected it becomes the Current Colour, press the ***RIGHT*** mouse button to exit the option.

This option can also be used by placing the cursor over the required colour and pressing ***K.***

Picking The Current Colour From The Design

1. Select *Pick Colour* from the *Edit* menu - a cross-hair cursor is given.
2. Select the required colour from the design.
3. Press the *RIGHT* mouse button to leave the option.

Or

1. Move the cursor to the required colour on the design and press *K*.

Stitch

To pick-up a stitch type from the design, select ***Pick*** in the ***Edit*** menu, a sub-menu is given. Select ***Stitch***, this will give a cross-hair to select the required stitch type. Once the selection is made, press the ***RIGHT*** mouse button to exit the option.

This option can also be used by placing the cursor over the required stitch type and pressing ***Ctrl K.***

Picking The Current Stitch Type From The Design

1. Select *Pick Stitch* from the *Edit* menu - a cross-hair cursor is given.
2. Select the required stitch type from the design.
3. Press the *RIGHT* mouse button to leave the option.

Or

1. Move the cursor to the required stitch type on the design and press *Ctrl K*.

Colour and Stitch

To pick-up a stitch type in a particular colour from the design, select ***Pick*** in the ***Edit*** menu, a sub-menu is given. Select ***Colour and Stitch***, this will give a cross-hair to select the required stitch type and colour. Once the selection is made, press the ***RIGHT*** mouse button to exit the option.

This option can also be used by placing the cursor over the required colour and stitch type and pressing ***Ctrl, Shift K.***

Picking The Current Colour And Stitch Type From The Design

1. Select *Pick Colour and Stitch* from the *Edit* menu - a cross-hair cursor is given.
2. Select the required colour and stitch type from the design.
3. Press the *RIGHT* mouse button to leave the option.

Or

1. Move the cursor to the required colour on the design and press *Ctrl Shift K*.

Change Colour

This option allows a colour in the design to be changed to another, quickly and simply. Once the option has been selected, a cross-hair cursor will be given. Select the new colour from the palette, then move the cross-hair over the colour to be changed. Press the ***LEFT*** mouse button and the colour will change including any backstitch in the same colour. The option will continue until the ***RIGHT*** mouse button is pressed. To change the colour of all cross stitch or backstitch only, then use the ***Copy/Move Settings*** to select either cross stitch or backstitch.

Changing A Colour Used In The Design

1. Select *Change Colour* from the *Edit* menu - a cross-hair cursor is given.
2. Select the new colour from the palette.
3. Move the cross-hair over the colour to be changed in the design.
4. Press the *LEFT* mouse button.
5. Press the *RIGHT* mouse button to leave the option.

Delete Colour

Delete Colour will allow an entire colour to be removed from the design. Once the option has been selected, a cross-hair cursor will be given. Move the cross-hair over the colour to be deleted and press the ***LEFT*** mouse button. This colour will be removed and the option will continue until the ***RIGHT*** mouse button is pressed. To delete all cross stitch or backstitch only, then use the ***Copy/Move Settings*** to select either cross stitch or backstitch.

Deleting An Entire Colour From The Design

1. Select *Delete Colour* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair over the colour in the design to be removed.
3. Press the *LEFT* mouse button.
4. Press the *RIGHT* mouse button to leave the option.

Change Stitch Type

Change Stitch Type in the ***Edit*** menu will allow the stitch type in the selected area to be changed to another. Choose the required stitch type, then select the option and a cross-hair is given. Move the cursor to one corner of the area to be changed and press and hold the ***LEFT*** mouse button, drag the mouse to the opposite corner and release the ***LEFT*** mouse button and the stitch type will change. The option will continue until the ***RIGHT*** mouse button is pressed.

If a square containing part stitches in different colours is changed to full stitch, only one of the colours will be used.

Changing The Stitch Type Of An Area

1. Select *Change Stitch Type* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cursor to one corner of the area to be changed and press and hold the *LEFT* mouse button.
3. Drag the mouse to the opposite corner and release the *LEFT* mouse button - the stitch type of the area will be changed.
4. To finish the option, press the *RIGHT* mouse button.

Move Backstitch

Move Backstitch in the ***Edit*** menu allows one or more backstitch lines to be moved by dragging the ends of the lines. In this way a shape can easily be altered without having to delete and replace the lines. Once the option has been selected, a cross-hair will be given. Move the cursor to the end of the line to be moved and press and hold the ***LEFT*** mouse button. Drag the cursor to the new position for the end of the line and release the button. Press the ***RIGHT*** mouse button to finish the option.

Moving A Backstitch Line

1. Select *Move Backstitch* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to the end of the line to moved.
3. Press and hold the *LEFT* mouse button.
4. Drag the cursor to the new position for the end of the line and release the button.
5. Repeat Nos. 2 to 4 as required.
6. Press the *RIGHT* mouse button to leave the option.

Change Backstitch Section

This allows the colour of a backstitch section within the design to be changed to another colour. Once the option has been selected, a cross-hair cursor will be given. Select the new colour from the palette, move the cross-hair over the end of the backstitch to be changed and press the ***LEFT*** mouse button.

When the ***Verify Backstitch Edits*** *[see Options in the Tools menu for selecting Verify Backstitch Edits]* is on, after pressing the ***LEFT*** mouse button a flashing line will appear, this shows which backstitch section will be changed. When more than one line emerges from the point, by pressing the ***RIGHT*** mouse button, the other lines will flash in turn. Once the required line is flashing, press the ***LEFT*** mouse button to change the colour.

The option will continue until the ***RIGHT*** mouse button is pressed.

Changing Colour Of A Backstitch Section

1. Select *Change Backstitch Section* from the *Edit* menu - a cross-hair cursor is given.
2. Select the new colour from the palette.
3. Move the cross-hair over the end of the backstitch to be changed.
4. Press the *LEFT* mouse button.
5. If the *Verify Backstitch Edits* is on a flashing line is given.
6. If this is the correct line to be changed then press the *LEFT* mouse button.
7. If not, then press the *RIGHT* mouse button until the correct one is flashing and press the *LEFT* mouse button.
8. Press the *RIGHT* mouse button to leave the option.

Delete Backstitch Section

This option allows an entire backstitch section to be deleted from the design. Once the option has been selected, a cross-hair cursor will be given. Move the cross-hair over the end of the backstitch section to be deleted and press the ***LEFT*** mouse button.

When the ***Verify Backstitch Edits*** *[see Options in the Tools menu for selecting Verify Backstitch Edits]* is on, after pressing the ***LEFT*** mouse button a flashing line will appear. This is to show which backstitch section will be deleted. When more than one line emerges from the point, by pressing the ***RIGHT*** mouse button, the other lines will flash in turn. Once the required line is flashing, press the ***LEFT*** mouse button to delete the section.

The option will continue until the ***RIGHT*** mouse button is pressed.

Deleting Of A Backstitch Section

1. Select *Delete Backstitch Section* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair over the end of the backstitch to be deleted.
3. Press the *LEFT* mouse button.
4. If the *Verify Backstitch Edits* is on a flashing line is given.
5. If this is the correct line to be deleted then press the *LEFT* mouse button.
6. If not, then press the *RIGHT* mouse button until the correct one is flashing and press the *LEFT* mouse button.
7. Press the *RIGHT* mouse button to leave the option.

Auto Backstitch Outline

This option will automatically generate a backstitch outline around an area in the current colour. Select the required backstitch, either single or double, then ***Auto Backstitch Outline*** in the ***Edit*** menu and then the required outline type from the sub-menu.

NOTE

The blank grid can be selected as a colour to be outlined.

NOTE

This option has been designed for full and most combinations of quarter stitches. For other fractional stitches erroneous effects may be produced and may require manual editing.

Between Colours

This option will outline between two areas of different colours. Once the option has been selected, a cross-hair is given, use this to select the first area. A smaller cross-hair is given which marks the first colour. Then select the second area with the larger cross-hair, the outline will be drawn in the current colour and backstitch style. The option will continue until the ***RIGHT*** mouse button is pressed.

Automatic Backstitch Outline Between Colours

1. Select *Auto Backstitch Outline* from the *Edit* menu - a sub-menu is given.
2. Select *Between Colours* from the sub-menu - a cross-hair cursor is given.
3. Select the first colour with this cross-hair - a second cross-hair is given.
4. Select the second colour with this cross-hair.
5. Press the *RIGHT* mouse button to leave the option.
6. The outline will be drawn in the current colour and backstitch type.

Around Selected Colour

This option will outline around one specific colour. Once the option has been selected, a cross-hair is given, use this to select the required colour. The outline will be drawn in the current colour and backstitch style. The option will continue until the ***RIGHT*** mouse button is pressed.

Automatic Backstitch Outline Around Selected Colour

1. Select *Auto Backstitch Outline* from the *Edit* menu - a sub-menu is given.
2. Select *Around Selected Colours* from the sub-menu - a cross-hair cursor is given.
3. Select the required colour with the cross-hair.
4. Press the *RIGHT* mouse button to leave the option.
5. The outline will be drawn in the current colour and backstitch type.

Around All Colours

This option will outline around a group of colours. Once the option has been selected, a cross-hair is given, use this to select the required area. The outline will be drawn in the current colour and backstitch style. The option will continue until the ***RIGHT*** mouse button is pressed.

Automatic Backstitch Outline Around All Colours

1. Select *Auto Backstitch Outline* from the *Edit* menu - a sub-menu is given.
2. Select *Around All Colours* from the sub-menu - a cross-hair cursor is given.
3. Select the required area with the cross-hair.
4. Press the *RIGHT* mouse button to leave the option.
5. The outline will be drawn in the current colour and backstitch type.

All Colours

This option will outline all colour changes in an area. Select ***Auto Backstitch Outline***, then ***All Colours*** from the sub-menu, a dialog will be given. Select the area either to ***Entire Design*** or ***Select Area*** and which colour the outline should be done in either ***Current Colour*** or ***Cross Stitch Colour***.

If ***Select Area*** is selected then after ***OK*** is selected a cross-hair cursor will be given. Move the cross-hair to one corner then press and hold down the ***LEFT*** mouse button. Then drag to the second corner and this will set the area.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without outlining anything and ***Help***.

Outlining All Colour Changes

1. Select *Auto Backstitch Outline* from the *Edit* menu - a sub-menu is given.
2. Select *All Colours* - the *All Colours* dialog is given.
3. Select either *Entire Design* or *Select Area*.
4. Set the backstitch colour to *Current Colour* or *Cross Stitch Colour*.
5. Select OK.

Area

Edit Inside

This option allows an area to be set in which edits can only occur inside. To set an area of the design, select the option and a cross-hair cursor will be given. Move the cross-hair to one corner then press and hold down the ***LEFT*** mouse button. Then drag to the second corner and this will set the area.

The option will continue until the ***RIGHT*** mouse button is pressed.

Setting The Edit Area For Edits To Occur Inside

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Inside* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the area and press and hold the *LEFT* mouse button - a box is given.
4. Set the size of the box by moving the mouse and release the button.
5. To finish the option, press the *RIGHT* mouse button.

User Definable Outline Shape

This option will allow a precise area to be selected. Select the ***Edit Inside*** option in the ***Edit*** menu and after the cross-hair appears, press ***Y***. Move the cursor to the starting point of the required area and press the ***LEFT*** mouse button. Follow the outline of the shape, pressing the ***LEFT*** mouse button at every corner. Once the shape is finished, press the ***RIGHT*** mouse button.

The areas that cannot be edited will be highlighted in a different colour.

Setting An Irregular Edit Area For Edits To Occur Inside

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Inside* - a cross-hair cursor is given.
3. Press *Y*, move cross-hair to the starting point of the area to be selected and press the *LEFT* mouse button.
4. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
5. When the shape is finished press the *RIGHT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

Edit Outside

This option allows an area to be set in which edits can only occur outside. To set an area of the design, select the option and a cross-hair cursor will be given. Move the cross-hair to one corner then press and hold down the ***LEFT*** mouse button. Then drag to the second corner and this will set the area.

The option will continue until the ***RIGHT*** mouse button is pressed.

Setting The Edit Area For Edits To Occur Outside

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Outside* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the area and press the *LEFT* mouse button - a box is given.
4. Set the size of the box by moving the mouse.
5. Press the *LEFT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

This option will allow a precise area to be selected. Select the ***Edit Outside*** option in the ***Edit*** menu and after the cross-hair appears, press ***Y***. Move the cursor to the starting point of the required area and press the ***LEFT*** mouse button. Follow the outline of the shape, pressing the ***LEFT*** mouse button at every corner. Once the shape is finished, press the ***RIGHT*** mouse button.

NOTE

The areas that cannot be edited will be highlighted in a different colour.

Setting An Irregular Edit Area For Edits To Occur Outside

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Outside* - a cross-hair cursor is given.
3. Press *Y*, move cross-hair to the starting point of the area to be selected and press the *LEFT* mouse button.
4. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
5. When the shape is finished press the *RIGHT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

Clear Area

The ***Clear Area*** option when selected will clear the edit area that has been set by either the ***Edit Inside*** or ***Outside*** options. By pressing ***Ctrl*** and ***E*** the current edit area will toggle on and off.

Clearing The Edit Area

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Clear Area*.

Or

1. *Ctrl E* will toggle *Edit Area* on and off.

Reset Area

The ***Reset Area*** option when selected will turn on the last used edit area which has been set by either the ***Edit Inside*** or ***Outside*** options. By pressing ***Ctrl*** and ***E*** the current edit area will toggle on and off.

Turning On The Last Used Edit Area

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Reset Area*.

Or

1. *Ctrl E* will toggle *Edit Area* on and off.

Draw Menu

Draw Shape

Poly Line

The ***Poly Line*** option allows lines to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the start of the required line and press the ***LEFT*** mouse button. A line will be shown which can be positioned by moving the mouse. Once the line is in the required position, press the ***LEFT*** mouse button again and the line will be drawn. Continuous lines can be drawn by repeatedly moving to the end of each line and pressing the ***LEFT*** mouse button.

To finish drawing a section of lines press the ***RIGHT*** mouse button, which will allow a new section to be started. Pressing the ***RIGHT*** mouse button a second time, will end the option.

This option will work in backstitch, full or half cross stitch mode.

Adding Lines To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Poly Line* - a cross-hair cursor is given.
3. Move the cross-hair to one end of the required line.
4. Press the *LEFT* mouse button - a line is given.
5. Position the line by using the mouse.
6. Press the *LEFT* mouse button.
7. To place another line repeat Nos. 5 & 6.
8. To finish a section, press the *RIGHT* mouse button.
9. To finish the option, press the *RIGHT* mouse button.
10. The line will be drawn in the current colour and stitch type.

Square

The ***Square*** option allows squares to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required square and press and hold the ***LEFT*** mouse button. A square will be shown which can be sized by moving the mouse. Once the square is the required size, release the ***LEFT*** mouse button and the square will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Square To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required square.
4. Press and hold the *LEFT* mouse button - a square is given.
5. Size the square by dragging the mouse.
6. Release the button when the square is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The square will be drawn in the current colour and stitch type.

Rectangle

The ***Rectangle*** option allows rectangles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required rectangle and press and hold the ***LEFT*** mouse button. A rectangle will be shown which can be sized by moving the mouse. Once the rectangle is the required size, release the ***LEFT*** mouse button and the rectangle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Rectangle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Rectangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required rectangle.
4. Press and hold the *LEFT* mouse button - a rectangle is given.
5. Size the rectangle by dragging the mouse.
6. Release the button when the rectangle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The rectangle will be drawn in the current colour and stitch type.

Diamond

The ***Diamond*** option allows diamonds to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required diamond and press and hold the ***LEFT*** mouse button. A diamond will be shown which can be sized by moving the mouse. Once the diamond is the required size, release the ***LEFT*** mouse button and the diamond will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Diamond To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Diamond* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required diamond.
4. Press and hold the *LEFT* mouse button - a diamond is given.
5. Size the diamond by dragging the mouse.
6. Release the button when the diamond is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The diamond will be drawn in the current colour and stitch type.

Circle

The ***Circle*** option allows circles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the centre of the required circle and press and hold the ***LEFT*** mouse button. A circle will be shown which can be sized by moving the mouse. Once the circle is the required size, release the ***LEFT*** mouse button and the circle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Circle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Circle* - a cross-hair cursor is given.
3. Move the cross-hair to the centre of the required circle.
4. Press and hold the *LEFT* mouse button - a circle is given.
5. Size the circle by dragging the mouse.
6. Release the button when the circle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The circle will be drawn in the current colour and stitch type.

Ellipse

The ***Ellipse*** option allows ellipses to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of a box for which the ellipse is to be fitted to and press and hold the ***LEFT*** mouse button. An ellipse will be shown which can be sized by moving the mouse. Once the ellipse is the required size, release the ***LEFT*** mouse button and the ellipse will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding An Ellipse To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Ellipse* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required ellipse.
4. Press and hold the *LEFT* mouse button - an ellipse is given.
5. Size the ellipse by dragging the mouse.
6. Release the button when the ellipse is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The ellipse will be drawn in the current colour and stitch type.

Arc

The ***Arc*** option allows arcs to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the start of the arc to be drawn and press and hold the ***LEFT*** mouse button. A line will be shown and the end of the arc can be positioned by moving the mouse and releasing the ***LEFT*** mouse button. An arc will then be shown which can be sized and then fixed by pressing the ***LEFT*** mouse button a second time. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding An Arc To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Arc* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required arc.
4. Press and hold the *LEFT* mouse button - a line is given.
5. Size the end of the arc by dragging the mouse.
6. Release the button when the line is the correct size - an arc is given.
7. Size the arc by dragging the mouse.
8. Press the *LEFT* mouse button.
9. To finish the option, press the *RIGHT* mouse button.
10. The arc will be drawn in the current colour and stitch type.

Triangle

The ***Triangle*** option allows equilateral triangles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required triangle to be drawn and press and hold the ***LEFT*** mouse button. A triangle will be shown which can be sized by moving the mouse. Once the triangle is the required size, release the ***LEFT*** mouse button and the triangle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Triangle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Triangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required triangle.
4. Press and hold the *LEFT* mouse button - a triangle is given.
5. Size the triangle by dragging the mouse.
6. Release the button when the triangle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The triangle will be drawn in the current colour and stitch type.

Angled Square

The ***Angled Square*** option allows angled squares to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required angled square to be drawn and press and hold the ***LEFT*** mouse button. An angled square will be shown which can be sized by moving the mouse. Once the angled square is the required size, release the ***LEFT*** mouse button and the angled square will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding An Angled Square To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Angled Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required angled square.
4. Press and hold the *LEFT* mouse button - an angled square is given.
5. Size the angled square by dragging the mouse.
6. Release the button when the angled square is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The angled square will be drawn in the current colour and stitch type.

Pentagon

The ***Pentagon*** option allows pentagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required pentagon to be drawn and press and hold the ***LEFT*** mouse button. A pentagon will be shown which can be sized by moving the mouse. Once the pentagon is the required size, release the ***LEFT*** mouse button and the pentagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Pentagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Pentagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required pentagon.
4. Press and hold the *LEFT* mouse button - a pentagon is given.
5. Size the pentagon by dragging the mouse.
6. Release the button when the pentagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The pentagon will be drawn in the current colour and stitch type.

Hexagon

The ***Hexagon*** option allows hexagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required hexagon to be drawn and press and hold the ***LEFT*** mouse button. A hexagon will be shown which can be sized by moving the mouse. Once the hexagon is the required size, release the ***LEFT*** mouse button and the hexagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Hexagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Hexagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required hexagon.
4. Press and hold the *LEFT* mouse button - a hexagon is given.
5. Size the hexagon by dragging the mouse.
6. Release the button when the hexagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The hexagon will be drawn in the current colour and stitch type.

Octagon

The ***Octagon*** option allows octagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required octagon to be drawn and press and hold the ***LEFT*** mouse button. An octagon will be shown which can be sized by moving the mouse. Once the octagon is the required size, release the ***LEFT*** mouse button and the octagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding An Octagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Octagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required octagon.
4. Press and hold the *LEFT* mouse button - an octagon is given.
5. Size the octagon by dragging the mouse.
6. Release the button when the octagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The octagon will be drawn in the current colour and stitch type.

Star

The ***Star*** option allows five pointed stars to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required star to be drawn and press and hold the ***LEFT*** mouse button. A star will be shown which can be sized by moving the mouse. Once the star is the required size, release the ***LEFT*** mouse button and the star will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A Star To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Star* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required star.
4. Press and hold the *LEFT* mouse button - a star is given.
5. Size the star by dragging the mouse.
6. Release the button when the star is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The star will be drawn in the current colour and stitch type.

Curve

The ***Curve*** option allows curves to be drawn in the design. A curve is specified by entering a series of points, then the program will draw a line which passes smoothly through the points. When the option is selected, move the cursor to where the curve should start and press the ***LEFT*** mouse button. A small filled square will be drawn to show the start of the curve, then move the cursor to the next point and press the ***LEFT*** mouse button. A small hollow square will be drawn showing the line the curve will follow. Continue until all the points have been placed then press the ***RIGHT*** mouse button to finish the option and the curve will be drawn.

By double clicking the LEFT mouse button on a small hollow square, it will change to a filled square that represents the start or end of a curve. By placing two consecutive filled in squares a line will be drawn, so a mixture of straight lines and curves can be used.

This option will work in backstitch, full or half cross stitch mode.

Adding Curves To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Curves* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required line.
4. Press the *LEFT* mouse button - a small filled square is placed.
5. Move the cursor to the next point in the curve.
6. Press the *LEFT* mouse button - a small hollow square is placed.
7. Repeat Nos. 5 & 6 to extend the curve.
8. To finish the option, press the *RIGHT* mouse button.
9. The curve will be drawn in the current colour and stitch type.

User Definable Shapes

If any user definable shapes have been created by using ***Create or Replace Shapes*** in the ***Draw*** menu, they will be given after the separator. The group names will be given in the sub-menu and the shape names will be given in the sub sub-menu. Once the required shape has been selected then a cross-hair cursor will be given. Move the cross-hair to one corner of the required shape to be drawn and press and hold the ***LEFT*** mouse button. A shape will be shown which can be sized by moving the mouse. Once the shape is the required size, release the ***LEFT*** mouse button and the shape will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in backstitch, full or half cross stitch mode.

Adding A User Definable Shape To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *User Definable Shapes* - a sub sub-menu is given.
3. Select the required shape - a cross-hair cursor is given.
4. Move the cross-hair to one corner of the required shape.
5. Press and hold the *LEFT* mouse button - a shape is given.
6. Size the shape by dragging the mouse.
7. Release the button when the shape is the correct size.
8. To finish the option, press the *RIGHT* mouse button.

Fill Style

Fill Style in the ***Draw*** menu will allow the style when filling shapes or using flood fill to be set, this should be done before selecting the ***Draw Filled Shape*** or ***Flood Fill*** option. When the option is selected a dialog is given showing the various options.

At the top of the dialog are the ***Group*** and ***Pattern*** drop down list and below them is a preview of the patterns held in the library; use the sliders to see more of the patterns. The larger preview on the left will show the current pattern and as the ***Spacing*** and ***Repeat Style*** is changed the effect will be shown.

Solid Fill, ***Use Last Fill Style***, ***Use Clipboard*** or ***Use Motif*** can be selected for the fill style by using the given radio buttons. The ***Use Clipboard*** option can only be selected when there is something in the clipboard. When ***Use Motif*** is selected, the motif name will be requested after ***OK*** is selected.

The ***Spacing*** between each fill pattern is set by using the ***Spacing Across*** and ***Spacing Down*** spin buttons.

The ***Repeat Style*** can be set to ***Standard***, ***Offset Across***, ***Offset Down***, ***ZigZag Down*** or ***ZigZag Right*** by selecting the required radio button. This will set the layout of the fill pattern used when filling an area. For the ***ZigZag Down*** and ***Right***, set the amount for which the step will be.

The ***Manual Grid*** allows you to set your own repeat style. After selecting ***OK***, place the fill pattern on the grid, do this three times to give the repeat fill style. One will be the starting point and the other two show the left/right and up/down positioning.

When using the ***Standard***, ***Offset Across***, ***Offset Down***, ***ZigZag Down*** or ***ZigZag Right*** repeat styles, the starting point of the fill can be selected by using the ***Specify Origin*** option. When ***OK*** is selected the point from which to start the pattern fill will be requested and should be selected by using the cross-hair.

To create a new pattern, select the ***New*** button and the dialog disappears returning to the design, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first corner of the box for the pattern. Drag to the second corner of the box and release the mouse button, this will set the size of the box. A dialog will appear asking for the ***Group*** and ***Pattern*** name, then select ***OK***.

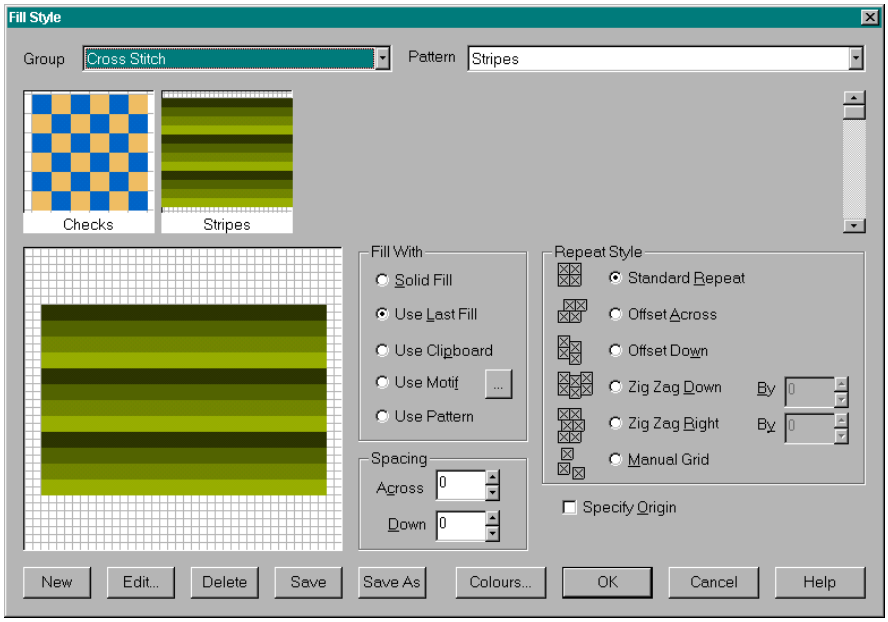
The pattern ***Colours***, ***Spacing*** and ***Repeat Style*** can be changed and saved by selecting the required pattern, making the changes and selecting the ***Save*** or the ***Save As*** button.

The pattern name can be edited by selecting the required pattern from the ***Group*** and ***Pattern*** drop down lists. Select the ***Edit*** button and alter the ***Group*** and/or ***Pattern*** name in the given dialog.

A pattern can be deleted from the pattern library by selecting the required pattern from the ***Group*** and ***Pattern*** drop down lists and then the ***Delete*** Button. A dialog is given, select ***Yes*** to delete the pattern.

The colours used in a pattern can be changed after the required pattern has been selected. Select the ***Colours*** button and then the ***Modify Colours*** dialog is given, showing the pattern and the palette. The colours above the palette are the original colours used in the pattern and will remain unaltered. The colours above the area are the original colours and are used to alter the colours. Click on the colour to be altered, then select the new colour from the palette. Repeat this until the required alterations have been made. To go back to the original, click on the equivalent colour in the set above the palette.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding the fill style and ***Help***.



Fill Style Dialog

Setting The Fill Style

1. Select *Fill Style* from the *Draw* menu - the *Fill Style* dialog is given.
2. Select the required fill style by using the given radio buttons.
3. If *Use Motif* is selected, then the motif name will be requested after *OK* is selected.
4. Set the space between each fill pattern if required, by using the *Spacing Across* and *Spacing Down* spin buttons.
5. Select the required repeat style by using the given radio buttons. For *ZigZag Across* and *Down* set the step value.
6. Select *OK*.

Draw Filled Shape

This gives a menu containing the options ***Poly Line***, ***Square***, ***Rectangle***, ***Diamond***, ***Circle***, ***Ellipse***, ***Arc***, ***Triangle***, ***Angled Square***, ***Pentagon***, ***Hexagon***, ***Octagon***, ***Star***, ***Curve*** and ***User Definable Shapes***. *[See the relevant option in the sub-menu Draw Shape in the Draw Menu for more details on drawing the shape].* These shapes can be filled with a solid colour or pattern, *[see Fill Style in the Draw menu for details on setting fill styles].*

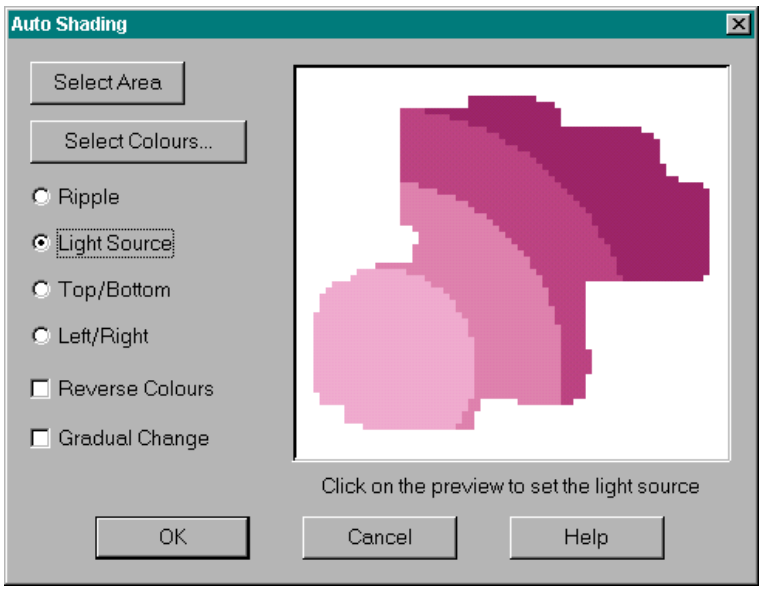
Adding Filled Shapes To A Design

1. Set the required *Fill Style*.
2. Select *Draw Filled Shape* from the *Draw* menu - a sub-menu is given.
3. Select the required shape - a cross-hair cursor is given.
4. Position the shape in the required position.
5. To finish the option, press the *RIGHT* mouse button.

Auto Shading

Auto Shading will allow automatic shading of areas created in one colour to be made in different styles. Select ***Auto Shading*** from the ***Draw*** menu and a dialog is given. Select the ***Select Area*** button and the dialog disappears giving the design area and a cross-hair cursor to click on the required area, the ***Auto Shading*** dialog returns. The preview will update, if no colours are selected then it will be black. Select the ***Select Colours*** button, this gives the ***Thread Charts*** dialog from which the required colours should be chosen. Select the required type of shading from ***Ripple***, ***Light Source***, ***Top/Bottom*** or ***Left/Right***. If ***Light Source*** is chosen, the position of the light source can be changed by clicking on the required position on the preview using the ***LEFT*** mouse button. Select the ***Reverse Colours*** checkbox to change the order of the colours from darkest first to lightest first. ***Gradual Change*** will make the edges between colours softer and more random, thus removing the banding effect.

Other options that are given are ***OK***, to shade the area, ***Cancel***, to leave the option without shading and ***Help***.



Auto Shading Dialog

Automatically Shading An Area

1. Select *Auto Shading* from the *Draw* menu - the *Auto Shading* dialog is given.
2. Select *Select Area* button - the design area and cross-hair is given.
3. Click on the required area - the *Auto Shading* dialog is given.
4. Select *Select Colours* - the *Select Colours* dialog is given.
5. Choose the required colours.
6. Select the required type of shading.
7. If *Light Source* is selected, then move the source if required.
8. Select *Reverse Colours* if required.
9. Select *Gradual Change* if required.
10. Select *OK*.

Flood Fill

Flood Fill allows areas of the design to be filled quickly and simply by just selecting a point within the area to fill from. When the option is selected a cross-hair cursor will be given. Move the cross-hair to a point within the area to be filled and press the ***LEFT*** mouse button. Once this has been done the area will be filled starting from that point. If the ***DELETE*** key is pressed then the area pointed to by the cursor will be removed. The option will continue until the ***RIGHT*** mouse button is pressed.

There is also an optional automatic tolerance for filling colours, if an area is made up of three shades of red, click on the lightest then the darkest and the program will automatically include the middle shade when filling. To use this automatic tolerance select ***Flood Fill***, then the first colour to filled and whilst holding down the ***SHIFT*** key select another colour to be filled. When all the colours have been filled then release the ***SHIFT*** key and press the ***RIGHT*** mouse button to leave the option.

The fill can be set to different styles including solid and motifs, the fill style can be set by using ***Fill Style*** in the ***Draw*** menu. This should be done before selecting the ***Flood Fill*** option.

Flood Fill will only fill connecting areas to the point chosen, if there is an area that doesn't require filling then disconnect them by adding a barrier of another colour.

The program will give a warning message if more than 10% of the design is being filled, it will ask whether to continue or not. This helps prevent unclosed areas from filling the entire design.

The area will be filled using the current stitch type. If the stitch type is set to any of the backstitch styles, full cross stitch will be used instead.

When filling areas in this way, it is important that the area required must be entirely contained within a shape, otherwise the flood fill will wander outside of the region required.

This option will only recognise cross stitch as boundaries.

Flood Filling An Area Of The Design

1. Set the required *Fill Style*.
2. Select *Flood Fill* from the *Draw* menu - a cross-hair cursor is given.
3. Select the colour in the palette to fill with.
4. Move the cursor to within the required area to be filled.
5. Press the *LEFT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

Or

1. Select the colour in the palette to fill with.
2. Select the *Flood Fill* button from the toolbar - a cross-hair cursor is given.
3. Move the cursor to within the required area to be filled.
4. Press the *LEFT* mouse button.
5. To finish the option, press the *RIGHT* mouse button.

Flood Filling An Area Of The Design Using The Automatic Tolerance

1. Set the required *Fill Style*.
2. Select *Flood Fill* from the *Draw* menu - a cross-hair cursor is given.
3. Select the colour in the palette to fill with.
4. Move the cursor to within the required area to be filled.
5. Press the *LEFT* mouse button.
6. Hold down *SHIFT* key and click another colour to be filled.
7. To finish the option, press the *RIGHT* mouse button.

Or

1. Select the colour in the palette to fill with.
2. Select the *Flood Fill* button from the toolbar - a cross-hair cursor is given.
3. Move the cursor to within the required area to be filled.
4. Press the *LEFT* mouse button.
5. Hold down *SHIFT* key and click another colour to be filled.
6. To finish the option, press the *RIGHT* mouse button.

Flood Fill to Backstitch

Flood Fill to Backstitch allows areas of the design to be filled quickly and simply by just selecting a point within the area to fill from. When the option is selected a cross-hair cursor will be given. Move the cross-hair to a point within the area to be filled and press the ***LEFT*** mouse button. Once this has been done the area will be filled starting from that point. If the ***DELETE*** key is pressed then the area pointed to by the cursor will be removed. The option will continue until the ***RIGHT*** mouse button is pressed.

The fill can be set to different styles including solid and motifs, the fill style can be set by using ***Fill Style*** in the ***Draw*** menu. This should be done before selecting the ***Flood Fill to Backstitch*** option.

The program will give a warning message if more than 10% of the design is being filled, it will ask whether to continue or not. This helps prevent unclosed areas from filling the entire design.

The area will be filled using the current stitch type. If the stitch type is set to any of the backstitch styles, full and half cross stitch will be used instead.

When filling areas in this way, it is important that the area required must be entirely contained within a shape, otherwise the flood fill will wander outside of the region required.

This option will only recognise backstitch and template guidelines as boundaries.

Flood Filling An Area Of The Design To A Backstitch Line

1. Set the required *Fill Style*.
2. Select *Flood Fill to Backstitch* from the *Draw* menu - a cross-hair cursor is given.
3. Move the cursor to within the required area to be filled.
4. Press the *LEFT* mouse button.
5. To finish the option, press the *RIGHT* mouse button.

Insert Design

This option will allow a file to be inserted into the current design. After selecting ***Insert Design*** in the ***Draw*** menu, a dialog is given from which the chosen file can be selected. A list of the file formats supported is given in ***Convert Image*** in the ***Convert*** menu, as well as Easy Cross files. Once the file has been selected a box is given, use this to place the design, the colours will be matched to the current palette.

Should you not require to see the actual area that is being inserted then by pressing the ***Space Bar*** only the outline of the box is shown. The area may also be rotated, reflected and scaled before it is pasted, this is done by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

The option will continue until the ***RIGHT*** mouse button is pressed.

When enlarging/reducing an area, the scale is in integer amounts only.

Inserting A Design

1. Select *Insert Design* from the *Draw* menu - the *Open* dialog is given.
2. Select the required file from the list - a box is given.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).
4. Use the box to place the design.
5. Press the *LEFT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

Browse Insert Design

This option allow previews of files to be seen before they are selected. Select ***Browse Insert Design*** in the ***Draw*** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing ***OK***, the selected file will be inserted.

The first time a preview of a design is drawn, a few moments can be taken due to the complexity of cross stitch designs.

The file type can be set by selecting the required type from the ***File Type*** drop down list. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b*.bmp, would list only Bitmap files beginning with the letter b.

To change the folder, select the required folder from the list given on the left hand side.

To print a series of thumbnails of selected files, select ***File*** from the ***Browse Insert Design*** dialog and then ***Print Thumbnails***. The ***Print Thumbnails*** dialog is given, use the given radio buttons to select whether ***Selected Thumbnails*** or ***All Thumbnails*** are printed. The number of thumbnails printed on one page can be altered by using ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. To hide the file extensions select the ***Hide File Extensions*** checkbox. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing any thumbnails and ***Help***.

Files can also be copied, moved and deleted by selecting the required files and then the required option either ***Copy***, ***Move***, ***Rename*** or ***Delete*** from ***File*** in the ***Browse Insert Design*** dialog.

Browsing Insert Design Files

1. Select *Browse Insert Design* from the *Draw* menu - the *Open* dialog is given.
2. Use *Select Folder* button to change folder if required.
3. Click on the required file's preview.
4. Select *OK*.

Create or Replace Shapes

This option allows new shapes to be created or edited for use in the ***Draw*** option.

Create Shapes

Draw the required shape in the current design using the backstitch mode, the option will use the backstitch to define the shape. Then select ***Create or Replace Shapes*** in the ***Draw*** menu, a dialog will be given. Type in the required ***Group*** name and the ***Name*** in the relevant edit boxes and then click the ***New*** button. A warning message will be given stating that the shape will be defined from the existing backstitch, select ***OK*** to continue or ***Cancel*** to leave the option.

Replace Shapes

Make the changes to the required shape in the current design using the backstitch mode, the option will use the backstitch to define the shape. Then select ***Create or Replace Shapes*** in the ***Draw*** menu, a dialog will be given listing any existing shapes by ***Group*** and then by ***Name***. Select the required ***Group*** name and the ***Name*** from the lists and then click the ***Replace*** button. A warning message will be given stating that the shape will be defined from the existing backstitch, select ***OK*** to continue or ***Cancel*** to leave the option.

Delete Shapes

Select ***Create or Replace Shapes*** in the ***Draw*** menu, a dialog will be given listing any existing shapes by ***Group*** and then by ***Name***. Select the shape to be deleted from the ***Group*** name and the ***Name*** lists and then click the ***Delete*** button. A warning message will be given checking that the shape should be deleted, select ***OK*** to continue or ***Cancel*** to leave the option without deleting a shape.

Creating A Shape For Use With The Draw Options

1. Select *Create or Replace Shapes* from the *Draw* menu - the *Create or Replace Shapes* dialog is given.
2. Type in the required *Group* and *Name* in the relevant edit boxes.
3. Select the *New* button - a warning is given.
4. Select *OK*, the shape will be defined from the backstitch in the current design.

Replacing A User Definable Shape

1. Select *Create or Replace Shapes* from the *Draw* menu - the *Create or Replace Shapes* dialog is given.
2. Select the required *Group* and *Name*.
3. Select the *Replace* button - a warning is given.
4. Select *OK*, the shape will be defined from the backstitch in the current design.

Deleting A User Definable Shape

1. Select *Create or Replace Shapes* from the *Draw* menu - the *Create or Replace Shapes* dialog is given.
2. Select the required *Group* and *Name*.
3. Select the *Delete* button - a warning is given.
4. Select *OK*.

Motif Menu

Draw

To use a motif from a library, select the ***Draw*** option from the ***Motif*** menu. This will give the Motif Browser showing all the motifs, use the scroll bar to view more. When the pointer moves over a motif, tooltips will appear giving the motif size and title. Set the ***Library*** and/or ***Category*** to view different libraries or categories. Once the required motif has been selected then select ***OK*** to place it in the design.

The motif will then be drawn, continue placing copies as required. Should you not require to see the actual area that is being placed then by pressing the ***Space Bar*** only the outline of the box is shown.

The area may also be rotated, reflected and scaled whilst being positioned by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

When enlarging/reducing an area, the scale is in integer amounts only.

To finish the option at any point, press the ***RIGHT*** mouse button.

The standard wildcard rules can be used to list all motifs containing specific words.

Typing ***Heart**** in the ***Title*** drop down list will give all motifs beginning with Heart.
Typing ****Heart*** in the ***Title*** drop down list will give all motifs ending with Heart.
Typing ****Heart**** in the ***Title*** drop down list will give all motifs which contain Heart.

Similarly these can be used within the ***Library*** or ***Category*** drop down lists to locate specific ones.

To print a series of thumbnails of selected motifs, alter the ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Print***, a dialog is given. The number of thumbnails printed on one page can be altered by using the ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. The ***Margins*** option allows the print margins to be altered and margins can be mirrored by selecting the ***Mirror Margins*** checkbox. Select the given checkbox to have either ***Print Library Name*** or ***Print Category Name*** as required. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing any motif thumbnails and ***Help***.

Add To Motif Pad allows motifs to be added to the motif pad that sits to the right of the design, use ***Motif Pad*** in the ***View*** menu to have the pad visible. To place a motif from the pad into a design, select the required motif and move the cursor to the position in the design and press the ***LEFT*** mouse button.

When a motif is drawn it is automatically added to the ***Motif Pad***, if the ***Automatically Add Used Motifs*** is selected in the ***Motif Pad*** option from the ***View*** menu.

To use the selected motif to create a motif border, select the ***Shape*** button and then the required border shape. A cross-hair will be given, use this to place the shape the position of the motifs will be shown by boxes *[see Draw menu for further information on drawing shapes]*. In the case of circles and ellipses Easy Cross will try to make them as symmetrical as possible, but for small shapes though this will not always occur.

Selecting A Motif From The Motif Library

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required motif.
4. Select *OK*.
5. Position the box by using the mouse.
6. Press the *LEFT* mouse button.
7. To place another copy repeat Nos. 4 and 5.
8. To finish the option, press the *RIGHT* mouse button.

Printing Motif Thumbnails

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Alter the *Library*, *Category*, and *Title* settings to show the required motifs.
3. Select the *Print* button - the *Print Motif Thumbnails* is given.
4. Alter the *Columns per page* and *Rows per page* to give the number of motifs on each page.
5. Select *Print Library Name* with each motif if required.
6. Select *Print Category Name* with each motif if required.
7. Press the *Font* button to alter the font used to print the motif names.
8. Press the *Margins* button to alter the margins used on the printout.
9. Select *OK*.

Adding Motifs To The Motif Pad

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Alter the *Library*, *Category*, and *Title* settings to show the required motifs.
3. Select the *Add To Motif* button.
4. Repeat steps 2, 3 as required.
5. Select *OK*.

Placing A Motif Selected From The Motif Pad

1. Move the cursor to the required motif and press the *LEFT* mouse button.
2. Move the cursor to the position on the design for the motif and press the *LEFT* mouse button.
3. To finish the option, press the *RIGHT* mouse button.

Creating A Motif Border

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required motif.
4. Select *Shape* - a pop-up menu is given.
5. Select the required shape - a cross-hair is given.
6. Place the shape.
7. To finish the option, press the *RIGHT* mouse button.

Edit Motif Library

The ***Edit Motif Library*** option allows motifs to be added or deleted and to edit their name/location. When this option has been selected the Motif Browser dialog is given with the ***Add***, ***Add Folder***, ***Edit***, ***Edit All***, ***Delete*** and ***Delete All*** options.

To **Add** a motif, it needs to exist as a motif file (.WSY). First select ***Add*** and the name from the list of motif files from the ***Open*** dialog; the ***Add Motif to Library*** dialog is given, set the ***Library***, ***Category*** and ***Title*** as required and select ***OK***.

To add multiple motifs, select ***Add Folder*** and the required folder, set the required ***Library*** and ***Category*** and select ***OK***. The program will then scan the selected folder for motifs and add them to the library using the given ***Library*** and ***Category***. The title for the motif will be the same as the motif's filename.

To edit the ***Library***, ***Category*** and ***Title*** entries for a motif, select the required motif and then the ***Edit*** option, which will give a dialog where the changes can be made. When the required changes have been made by typing in the new details, select ***OK***. This can be used to change the location of a motif to a new or different library/category.

To edit multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Edit All***. Enter the new ***Library*** and/or ***Category*** name as required and select ***OK***.

To delete a motif from the library, select the required motif and then the ***Delete*** option, confirmation will be requested before the motif is deleted to prevent accidental losses.

To delete multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Delete All***, confirmation will be requested before the motifs are deleted to prevent accidental losses.

Other options that are given are ***Close***, to leave when finished making changes and ***Help***.

The option to enter any new motif into a library will be offered when saving a motif by using the ***Save Motif*** option from the ***Motif*** menu. Once the motif has been saved using the ***Save Motif*** option, the ***Add Motif to Library*** dialog is given with the motif filename given as the ***Title***.

Adding A Motif To The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select *Add* button - the *Open* dialog is given.
3. Select the required motif file - the *Add Motif To Library* dialog is given.
4. Type in the required information.
5. Select *OK*.
6. Select *Close* to return to the design.

Adding Multiple Motifs To A Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the *Add Folder* button - the *Add Folder Of Motifs To Library* dialog is given.
3. Select the required folder.
4. Enter the *Library* name for the motifs by typing or using the drop down list.
5. Enter the *Category* name for the motifs by typing or using the drop down list.
6. Select *OK*.

Editing The Information About A Motif From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Edit* button - the *Edit Motif* dialog is given.
4. Type in the new information as required.
5. Select *OK*.
6. Select *Close* to return to the design.

Editing The Information About Multiple Motifs From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Edit All* button - the *Edit Multiple Motifs* dialog is given.
4. Enter new *Library* name for the motifs by typing or using the drop down list as required.
5. Enter new *Category* name for the motifs by typing or using the drop down list as required.
6. Select *OK*.
7. Select *Close* to return to the design.

Deleting A Motif From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Delete* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Deleting Multiple Motifs From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Delete All* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Save Motif

To save an area of the design as a motif, select ***Save Motif*** in the ***Motif*** menu, a cross-hair cursor will be given. Move the cross-hair to one corner of the area to be saved. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. The name of the motif can be entered. Motif files are saved with the extension WSY. Another dialog is then given where the ***Library***, ***Category*** and ***Title*** information for the motif's entry in the library should be entered.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area to be saved and pressing **B**.

To finish the option without saving the motif, press the ***RIGHT*** mouse button.

Saving A Motif

1. Select *Save Motif* from the *Motif* menu - a cross-hair cursor is given.
2. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK* - the *Add Motif to Library* dialog is given.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *B* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK*.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Motif Border Settings

Motif Border Settings option in the ***Motif*** menu can be used to alter the spacing of the motifs when drawn in a shape using the ***Motif Border***. Set the ***Distance Between Motifs*** to the required value by using the given spin button. If the ***Leave As Objects*** checkbox is selected the individual motifs will stay as objects and can be edited using the ***Object*** menu options.

The distance between motifs is not exact. Because the motifs will be drawn to fit the size of the shape drawn this may mean that the spacing has to be adjusted accordingly.

Because motif borders draw each motif as a separate object it can reduce processing time and memory by causing the program to not save the motifs as objects.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the settings and ***Help***.

Altering The Spacing For Motifs When Drawn In A Border

1. Select *Motif Border Settings* in the *Motif* menu - the *Motif Border Settings* dialog is be given.
2. Alter the Distance Between Motifs to the required value by using the give spin button.
3. Select *Leave As Objects* to allow the individual motifs to be edited using the *Object* menu options.
4. Select *OK*.

Text Menu

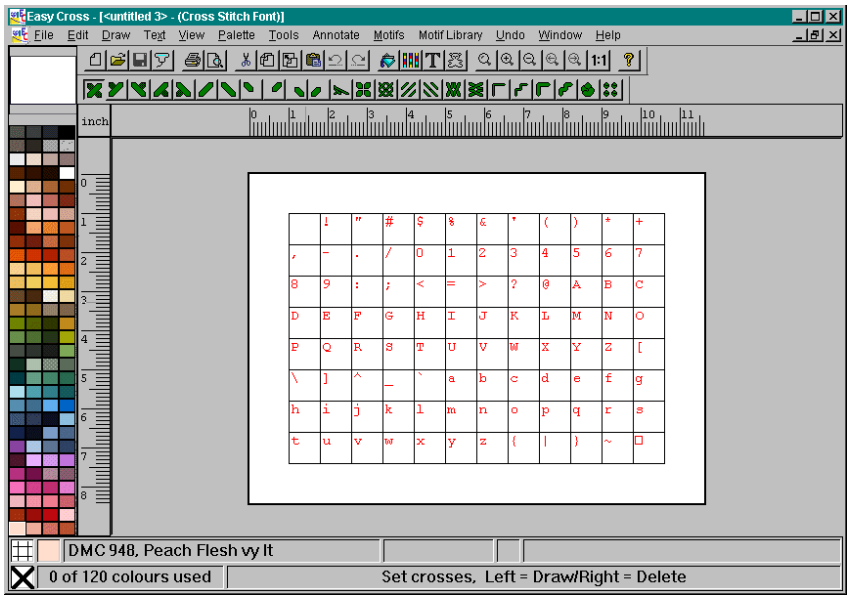
Text

The text options allow you to add words to a design, quickly and easily. You can specify which words you wish to have and where to place them.

A font file needs to be created or opened before any edits take place, by using the ***New*** or ***Open*** options. Once there is a font file in memory then new characters can be added or changes made.

New

This option should be used to create a new font, ready for the addition of characters. When this option is selected a dialog is given asking for the required size of the characters in terms of stitches. To change the size later, use ***Alter Character Size*** in ***Font Attributes*** in the ***Text*** menu. Enter the ***Height*** and ***Width*** size by using the spin buttons and select ***OK***. A cross stitch font design will be given, which consists of a character grid giving all the possible keys to use when selecting the font. The font character should be designed or pasted into the correct key grid box, all the normal editing options can be used on font designs.


Easy Cross - [<untitled 3> - (Cross Stitch Font)]
File Edit Draw Text View Palette Tools Annotate Motifs Motif Library Undo Window Help
DMC 948, Peach Flesh vy lt
0 of 120 colours used
Set crosses, Left = Draw/Right = Delete

Cross Stitch Font Design Screen

The line given across all the boxes represents the base line. The base line of a character is where the character would sit when writing on lined paper. It is required in order to achieve consistent placing for all the characters within a line of text. The base line can be adjusted by using ***Alter Character Size*** in ***Font Attributes*** in the ***Text*** menu.

The fonts created using this option can contain backstitch and cross stitch, they may also contain several colours if required.

NOTE

The border round the edge of the characters can be used for temporary work. Any design work in this border will not be saved with the font. Use ***Design Border*** in ***Font Attributes*** in the ***Text*** menu to alter the size of the border.

Creating A New Font

1. Select *New* from the *Text* menu.

Open

The ***Open*** option will open a cross stitch font ready for any changes to be made, ***Browse Font*** in the ***Text*** menu can be used to preview the fonts before opening. When the option is selected it will ask for the required font file to be specified.

Opening An Existing Font

1. Select *Open* from the *Text* menu - the *Open* dialog is given.
2. Select the required font from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Adding A Character To A Font

1. Select *Open* from the *Text* menu - the *Open* dialog is given.
2. Select the required font from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).
4. Locate the character to be edited in the font - shown by a red letter.
5. Make the required edits.
6. Remember to save the font before leaving the program.

Browse Font

This option allow previews of font files to be seen before they are selected. Select ***Browse Font*** in the ***Text*** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing ***OK***, the selected file will be opened.

The first time a preview of a design is drawn, a few moments can be taken due to the complexity of cross stitch designs.

The file type will be set to **WFN** in ***File Type*** drop down list, so only cross stitch fonts (**WFN**) files can be used. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b*.wfn, would list only files beginning with the letter b.

To change the folder, select a new folder from the list given on the left.

More than one file can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***OK*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

To print a series of thumbnails of selected designs, select ***File*** from the ***Browse Font*** dialog and then ***Print Thumbnails***. The ***Print Thumbnails*** dialog is given use the radio buttons to select whether ***Selected Thumbnails*** or ***All Thumbnails*** are printed. The number of thumbnails printed on one page can be altered by using ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. To hide the file extensions select the ***Hide File Extensions*** checkbox. Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without printing any thumbnails and ***Help***.

Font files can also be copied, moved, renamed and deleted by selecting the required files and then the required option either ***Copy***, ***Move***, ***Rename*** or ***Delete*** from ***File*** in the ***Browse Font*** dialog.

Browsing Font Files

1. Select *Browse Font* from the *Text* menu - *Browse Font* dialog is given.
2. Use *Select Folder* button to change folder if required.
3. Click on the required file's preview.
4. Select *OK*.

Save

This will save the current font to disk under its current name. Should the font have been created and never saved then the filename will be requested as in ***Save As***. Font files are saved with the extension WFN.

Saving A Font

1. Select *Save* from the *Text* menu.
2. If the font has not been saved previously then the *Save As* dialog is given (see Saving A Font Under A New Name Or Location).

Save As

The ***Save As*** option saves the current font to disk, when the option is selected the filename will be requested.

Saving A Font Under A New Name Or Location

1. Select *Save As* from the *Text* menu - the *Save As* dialog is given.
2. Type in the new Filename, or select the new location (see Changing Folders and Rules For Naming Files When Saving).
3. Select *OK*.

Text

This option allows cross stitch text to be added to a design. When the option is selected from the ***Text*** menu, a dialog is given.

In the dialog, there is a multiple line edit box in which the required text should be typed. Underneath the edit box the current font is given. Use the ***Select Font*** button to select the required font. ***Browse Font*** allows previews of font files to be seen before they are selected; once the option has been selected then a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. The file type will be set to **WFN** in ***File Type*** drop down list, so only cross stitch fonts (**WFN**) files can be used. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b*.wfn, would list only files beginning with the letter b. To change the folder, select a new folder from the list given on the left. By clicking on a preview and pressing ***OK***, the selected file will be opened.

NOTE

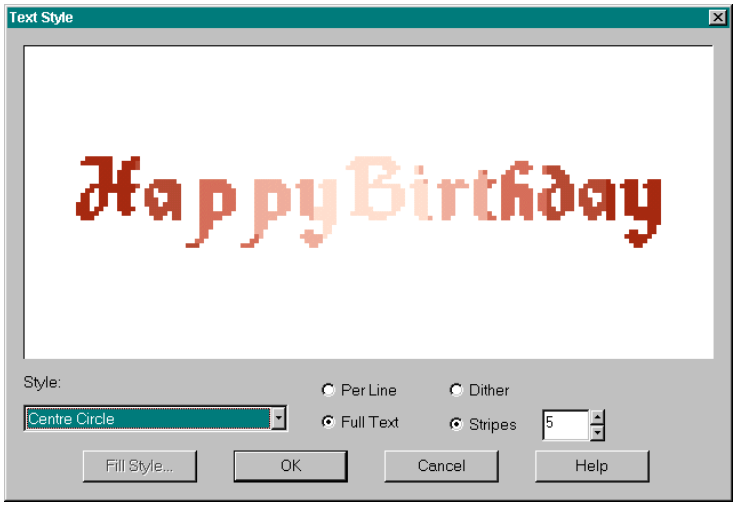
The first time a preview of a design is drawn, a few moments can be taken due to the complexity of cross stitch designs.

The ***Font Selector*** option allows the type of font to be specified, which can make locating the correct font quicker. Once the option has been selected, a dialog is given on which several values can be set. Select the relevant radio button to say whether a font should have ***Cross Stitch***, ***Backstitch***, ***Part Stitches*** or ***More Than One Colour***. It is also possible to set the ***Height*** of the capital letters; this can be used to give fonts of a certain size. Once the required selection has been made then select ***OK*** and fonts which match will be given.

Select the relevant radio button to have the text ***Left***, ***Right*** or ***Centre Justify***. If the ***Modify Colours*** checkbox is selected, once the ***OK*** button is pressed the ***Modify Colours*** dialog will be given, which will allow the colours used within the font to be changed. *[See Modify Colours in the Edit menu for further details.]*

The ***Style*** option will allow the pattern which fills the text to be changed, when the option is selected a dialog is given. The dialog consists of a preview of the style, the ***Style*** drop down list and various radio buttons.

The ***Style*** can be set to one of the built-in styles or ***Use Fill Style***; if ***Use Fill Style*** is selected then the ***Fill Style*** button will be activated *[see Fill Style in the Draw menu for further details on setting the Fill Style]*. When the button is selected, the ***Fill Style*** dialog is given.



Text Style Dialog

Per Line will apply the style to each line of text individually and ***Full Text*** will apply the style to the entire text at one go. When one of the built-in styles is chosen, select either ***Dither***, to give a gradual change between colours or ***Stripes***. If ***Stripes*** is selected, the number of stripes to be used should be selected by using the spin button.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the style and ***Help***.

Once the text has been typed select ***OK***, the text is given which can be moved to the required position on the design and placed by pressing the ***LEFT*** mouse button. More copies of the text can be placed, to finish the option press the ***RIGHT*** mouse button.

Should you not require to see the actual text then by pressing the ***Space Bar*** only the outline of the box is shown.

The area may also be rotated, reflected and scaled whilst being positioned by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

When enlarging/reducing an area, the scale is in integer amounts only.

Adding Cross Stitch Text To A Design

1. Select *Text* from the *Text* menu - the *Text* dialog is given.
2. Enter the text you wish to be added in the edit box.
3. Press the *Select Font* or *Browse Font* buttons to choose the font to be used.
4. Select the justification to be *Left*, *Right* or *Centre* using the radio buttons.
5. Select the *Modify Colours* checkbox to alter the colours before placing the text.
6. Select the *Style* button to alter the style of the text - a dialog is given.
7. Select the *Style* drop-down list to alter the style of the text.
8. If *Use Fill Style* is chosen press the *Fill Style* button to select the fill pattern.
9. Select *Per Line* to have the style applied for each line individually.
10. Select *Full Text* to have the style applied to the text as a whole.
11. Select *Dither* to create a shading effect by mixing stitches of two colours.
12. Select *Stripes* to create a stripe effect.
13. If using *Stripes*, alter the number of stripes using the spin button.
14. Press *OK*.
15. Press OK.

Using Font Selector To Find Fonts

1. Select *Browse Font* from the *Text* menu - the *Browse Font* dialog is given.
2. Press *Font Type* button - the *Font Type* dialog is given.
3. Set whether the font contains cross stitch to *Yes*, *No* or *Don't Mind*.
4. Set whether the font contains backstitch to *Yes*, *No* or *Don't Mind*.
5. Set whether the font contains part stitch to *Yes*, *No* or *Don't Mind*.
6. Set whether the font contains more than one colour to *Yes*, *No* or *Don't Mind*.
7. Set the height range for the capital letters of the font.
8. Press *OK*.

Font Attributes

This option allows various settings for the cross stitch font to be changed. Once a cross stitch font is opened or created, ***Font Attributes*** in the ***Text*** menu will be activated.

The ***Word Spacing*** will alter the number of blank squares between words and the ***Character Spacing*** will alter the number of blank squares between characters. The ***Design Border*** will alter the size of the border around the font, this will give a working space and will not be saved with the font. The ***Number of Displayed Characters*** will alter the number of characters shown on the screen, the drop down list gives a choice of 96, the normal printable characters, 128, includes control characters and 256, the extended character set.

If the ***Joined Text*** checkbox is selected, then the program will place the characters so they join together as in cursive handwriting. To change the size of the character grid, select the ***Alter Character Size*** button. A dialog will be given which consists of spin buttons to ***Extend Left***, ***Right***, ***Up*** and ***Down*** along with the ***Original*** and ***New Character Size***. A negative number will remove squares from the character grid. ***Move Base Line*** will move the base line of a font up or if it is negative it will move it down.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the character size and ***Help***.

The cross stitch font needs to be saved before any ***Font Attributes*** changes will take effect.

Altering The Spacing Between Words For A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Alter the *Word Spacing* using the spin button.
4. Select *OK*.

Altering The Spacing Between Characters For A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Alter the *Character Spacing* using the spin button.
4. Select *OK*.

Altering The Design Border For A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Alter the *Design Border* using the spin button.
4. Select *OK*.

Altering The Number Of Displayed Characters For A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Alter the *Number of Displayed Characters* using the drop-down list.
4. Select *OK*.

Making The Characters Joined Up In A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Select the *Joined Text* checkbox.
4. Select *OK*.

Adding Extra Space Around All Characters In A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Select the *Alter Character Size* button - the *Alter Character Size* dialog is given.
4. Alter the *Extend Left*, *Right*, *Up* and *Down* as required by using the spin button.
5. Select *OK*.
6. Select *OK*.

Adjusting The Base Line Of All Characters In A Cross Stitch Font

1. Open the font by using *Open* from the *Text* menu.
2. Select *Font Attributes* from the *Text* menu - the *Font Attributes* dialog is given.
3. Select the *Alter Character Size* button - the *Alter Character Size* dialog is given.
4. Alter the *Move Base Line* using the spin button.
5. Select *OK*.
6. Select *OK*.

Convert True Type Font

This option allows a True Type Font to be converted into a cross stitch font, this is useful if any edits are required so they can be saved and used again. When the option is selected from the ***Text*** menu, the True Type Font selection dialog is given. Select the required font and size to be converted and select ***OK***. Once this has been done a dialog will be given asking how to convert the font. The available options are ***Convert to Cross Stitch Only***, ***to Backstitch Only*** or ***to Mixed Stitches***. The ***Convert to Mixed Stitches*** will convert the font to a mixture of back and cross stitch depending on how wide the font is, there is the option to have the cross stitch outlined.

The ***Number of Characters to Convert*** will alter the number of characters to be converted, the drop down list gives a choice of 96, the normal printable characters, 128, includes control characters and 256, the extended character set.

The base line of the font assigned by Easy Cross is an approximation. Some adjustment may be required by using ***Font Attributes*** in the ***Text*** menu.

Other options that are given are ***OK***, to continue ***Cancel***, to leave the option without converting a font and ***Help***.

Converting a True Type Font into a Cross Stitch Font

1. Select *Convert True Type Font* from the *Text* menu - the *Windows Font* dialog is given.
2. Select the font to be converted - the *Convert True Type Font* dialog is given.
3. Select *Convert to Cross Stitch Only* to have a font made of only cross stitches.
4. Select *Convert to Backstitch Only* to have a font made of only backstitch.
5. Select *Convert to Mixed Stitches* to have a font made of both cross and backstitch.
6. Select *Outline Cross Stitch* to outline the cross stitch when converting to mixed stitches.
7. Select the *Number of Characters to Convert* drop down list.
8. Press *OK*.

True Type Text

This option allows ***True Type*** fonts to be used to add text to a design, when it is selected a dialog is given. In the dialog, there is a multiple line edit box in which the required text should be typed. Underneath the edit box the current font, font style and size is given. Also there is a ***Select Font*** button that allows the ***Font***, ***Font Style*** and ***Point*** to be altered. The text will be drawn in the current colour. Select the relevant radio button to have the text ***Left***, ***Right*** or ***Centre Justify***; in a ***Straight*** line, ***Arc*** or using the ***Text Art*** option. The type of stitch to be used can also be changed to either ***Full Stitch*** or ***Petit Point***.

When the ***Text Art*** radio button is selected, the drop down list containing the available shapes becomes active. When a pre-defined shape is selected, a cross-hair cursor will be given after ***OK*** is selected. Use the cursor to place the text shape by pressing and holding down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release.

When the ***General*** shape is selected, a cross-hair cursor will be given after ***OK*** is selected. Use the cursor to place the text shape by selecting the bottom left point, press and hold the ***LEFT*** mouse button, then drag to the bottom right point for the text and release. Select the top right point, press and hold the ***LEFT*** mouse button, then drag to the top left point for the text and release.

A box will be given showing the shape of the text inside, the points on the outside box allow the shape to be resized. The points on the text shape allow the shape to be adjusted. While the cursor is over one of the midpoints of the shape, press ***T*** and it will toggle between a line break and an arc.

By pressing the ***Space Bar*** only the outline boxes are shown and not the actual text, this will speed up the process of redrawing.

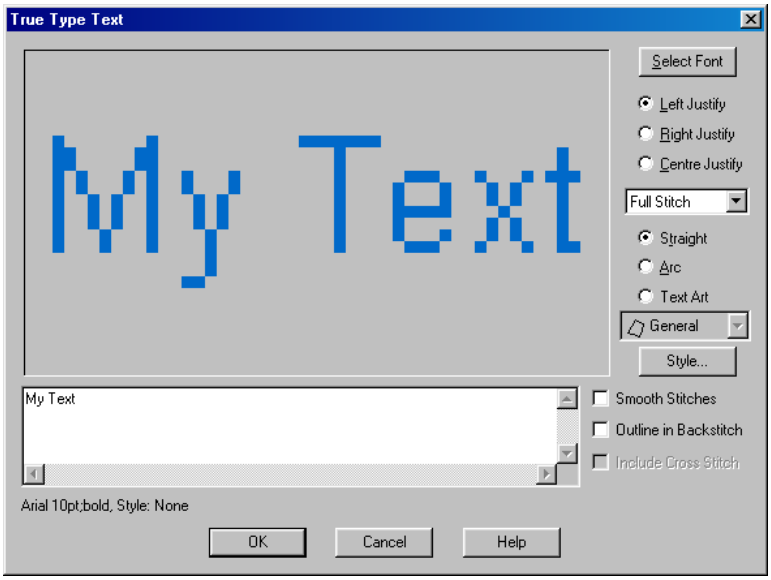
By pressing the ***RIGHT*** mouse button, the option will finish and the text will be placed in the design. By pressing the ***Delete*** button, the option will finish and the text will not be placed in the design.

Any text generated by using ***Text Art*** cannot be rotated, reflected or scaled whilst positioning. It can only be placed once and the option needs reselecting if more than one copy is required.

The ***Style*** option will allow the pattern that fills the text to be changed; when the option is selected a dialog is given. The dialog consists of a preview of the style, the ***Style*** drop down list and various radio buttons.

The ***Style*** can be set to one of the built-in styles or ***Use Fill Style***; if ***Use Fill Style*** is selected then the ***Fill Style*** button will be activated. When the button is selected, the ***Fill Style*** dialog is given *[see Fill Style in the Draw menu for further details on setting the Fill Style]*.

Per Line will apply the style to each line of text individually and ***Full Text*** will apply the style to the entire text at one go. When one of the built-in styles is chosen, select either ***Dither***, to give a gradual change between colours or ***Stripes***. If ***Stripes*** is selected, the number of stripes to be used should be selected by using the spin button.



True Type Text Dialog

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the style and ***Help***.

Smooth Stitches will add three quarter stitches to the text before it is placed; to do this select the given checkbox. The True Type Text can be placed with an ***Outline in Backstitch*** either with or without the cross stitch by selecting the relevant checkbox.

Once the text has been typed in then select ***OK***, the text is given which can be moved to the required position on the design and placed by pressing the ***LEFT*** mouse button. More copies of the text can be placed, to finish the option press the ***RIGHT*** mouse button.

Should you wish to see the actual text then by pressing the ***Space Bar*** only the outline of the box is shown.

The text may also be rotated, reflected and scaled whilst being positioned by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

NOTE When enlarging/reducing an area, the scale is in integer amounts only.

NOTE Because True Type fonts are not designed for cross stitch, they do not contain backstitch, French knots, part stitches or multiple colours.

Adding True Type Text To A Design

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Select the required font by selecting the *Select Font* button.
3. Type the required text into the edit box.
4. Select the required justification or shape by using the given radio buttons.

Or

1. Select the *True Type Text* button from the toolbar - the *True Type Text* dialog is given.
2. Select the required font by selecting the *Select Font* button.
3. Type the required text into the edit box.
4. Select the required justification or shape by using the given radio buttons.

Transforming True Type Text Into A Predefined Shape

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Enter the required text.
3. Select the *Text Art* radio button.
4. Select the required shape.
5. Select *OK*.
6. Move the cursor to one corner of the shape.
7. Press and hold the *LEFT* mouse button - the shape will be given.
8. Move the mouse to the opposite corner and release the button.
9. Once the shape has been given the size can be altered by dragging the four corners using the *LEFT* mouse button.
10. Press the *RIGHT* mouse button to save the text.

Transforming True Type Text Into a General Shape

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Enter the required text.
3. Select the *Text Art* radio button.
4. Select the required shape.
5. Select *OK*.
6. Move the cursor to one corner of the shape.
7. Press and hold the *LEFT* mouse button - a line will be given.
8. Move the mouse to the second corner and release the button.
9. Move the cursor to the third corner of the shape.
10. Press and hold the *LEFT* mouse button - a line will be given.
11. Move the mouse to the last corner and release the button.
12. Once the shape has been given the size can be altered by dragging the corners or edges using the *LEFT* mouse button.
13. Press the *RIGHT* mouse button to save the text.

Adding Smoothed True Type Text

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Enter the required text.
3. Select the *Smooth Stitches* checkbox.
4. Press *OK*.

Adding Backstitch Outlined True Type Text

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Enter the required text.
3. Select the *Outline Backstitch* checkbox.
4. Press *OK*.

Adding Cross Stitch With Backstitch Outline True Type Text

1. Select *True Type Text* from the *Text* menu - the *True Type Text* dialog is given.
2. Enter the required text.
3. Select the *Outline Backstitch* checkbox.
4. Select the *Include Cross Stitch* checkbox.
5. Press *OK*.

Most Recently Used Text File List

A list of the last five text files which have been used is given at the end of the ***Text*** menu. Select the required file by clicking on it or pressing the relevant number.

True Type fonts will not appear in the list of recently used files.

Selecting A Font From The Recently Used File List

1. Select the *Text* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *Text* menu, then press the number corresponding to the required file.

Border Menu

Generate

Use ***Generate*** from the ***Border*** menu to quickly create a border; once the option is selected a dialog is given. Select the required border style from the given previews and then the required repeat(s). Use ***Select Straight***, ***Select Corner*** or ***Select Circle/Ellipse*** to select the required repeat(s); when a button is selected the ***Browse Repeats*** dialog is given from which the choice should be made.

Select ***Specify Dimensions*** radio button to have the border a fixed size, the required ***Number of Repeats Across*** and ***Down*** should be entered by using the given spin buttons. Select ***Draw Outline*** radio button to have the border scaleable whilst placing.

Select ***Rotate Repeats*** to rotate the repeats arround the edge of the border. Select ***Flip Repeats*** to be a combination of ***Bottom***, ***Top***, ***Left*** and ***Right*** checkboxes as required to alter how the repeats are drawn around the border.

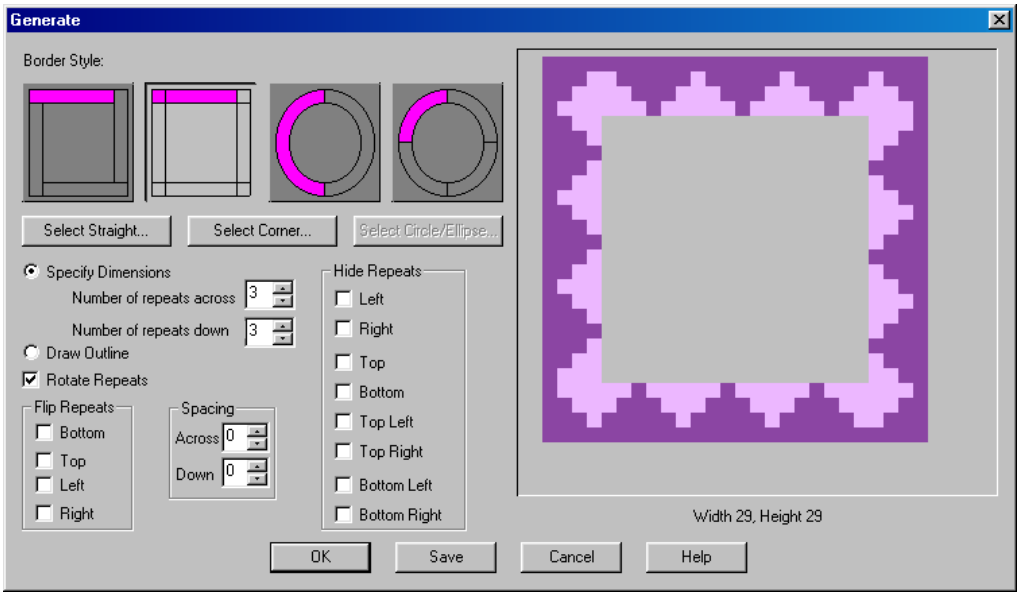
Adjust the ***Spacing Across*** and ***Down*** settings to add additional spacing between the repeats.

Select ***Hide Repeats*** to be a combination of ***Left***, ***Right***, ***Top***, ***Bottom***, ***Top Left***, ***Top Right***, ***Bottom Left*** and ***Bottom Right*** checkboxes as required to alter whether the given repeats are included in the border.

The border preview shows the border which would be created using the current settings; to save the border with the current settings for later use select the ***Save*** button. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without creating a border and ***Help***.

Once ***OK*** is selected then the border should be placed on the design. If the selected border is a "fixed" border then the border will be given, then press the ***LEFT*** mouse button when it is in the correct position. Should you not require to see the actual area that is being placed then by pressing the ***Space Bar*** only the outline of the box is shown.

If the border is "scaleable" a cross-hair will be given. Move the cross-hair to one corner, then press and hold down the ***LEFT*** mouse button and drag to the second corner and release. The program will limit the available sizes of the border to prevent part repeats.



Generate Border Dialog

Creating A Border

1. Select *Generate* from the *Border* menu - the *Generate* dialog is given.
2. Select the required border style.
3. Select the required repeat button - the *Browse Repeats* dialog is given.
4. Select the required repeat and select *OK* - the *Generate* dialog is given.
5. Repeat nos. 3 & 4 until all the required repeats are selected.
6. Select *Specify Dimensions* or *Draw Outline* radio buttons as required.
7. If *Specify Dimensions* is selected, then set the *Number of Repeats Across* and *Down*.
8. Select the *Rotate Repeats* and *Flip Bottom Repeats* checkbox as required.
9. *Save* the border for future use if required.
10. Select *OK* - a cross-hair is given.
11. Place the border in the required position.

Draw

To use a border from a library, select the ***Draw*** option from the ***Border*** menu. This will give the ***Browse Borders*** dialog showing all the borders, use the scroll bar to view more. When the pointer moves over a border, tooltips will appear giving the border size and title. Set the ***Library*** and/or ***Category*** to view different libraries or categories. Once the required border has been selected then select ***OK*** to place it in the design.

If the selected border is a "fixed" border then the border will be given, then press the ***LEFT*** mouse button when it is in the correct position. Should you not wish to see the actual area that is being placed then by pressing the ***Space Bar*** only the outline of the box is shown.

If the border is "scaleable" a cross-hair will be given. Move the cross-hair to one corner, then press and hold down the ***LEFT*** mouse button and drag to the second corner and release. The program will limit the available sizes of the border to prevent part repeats.

To finish the option at any point, press the ***RIGHT*** mouse button.

The standard wildcard rules can be used to list all borders containing specific words.

Typing ***Heart**** in the ***Title*** drop down list will give all borders beginning with Heart.
Typing ****Heart*** in the ***Title*** drop down list will give all borders ending with Heart.
Typing ****Heart**** in the ***Title*** drop down list will give all borders which contain Heart.

Similarly these can be used within the ***Library*** or ***Category*** drop down lists to locate specific ones.

Selecting A Border From The Border Library

1. Select *Draw* from the *Border* menu - the *Border* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required border.
4. Select *OK*.
5. Position the box by using the mouse.
6. Press the *LEFT* mouse button.
7. To place another copy repeat Nos. 4 and 5.
8. To finish the option, press the *RIGHT* mouse button.

Save Border

To save a border, select ***Save Border*** in the ***Border*** menu, a cross-hair cursor will be given. Move the cross-hair to one corner of the area to be saved. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. The name of the border can be entered. Border files are saved with the extension BDR. Another dialog is then given where the ***Library***, ***Category*** and ***Title*** information for the border's entry in the library should be entered.

To finish the option without saving a border, press the ***RIGHT*** mouse button.

When a border is saved in this way it will be a "fixed" border, which means that it is a fixed size that cannot be changed whilst placing it.

Saving A Border

1. Select *Save Border* from the *Border* menu - a cross-hair cursor is given.
2. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK*.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Edit Border Library

The ***Edit Border Library*** option allows borders to be added or deleted and to edit their name/location. When this option has been selected the ***Browse Borders*** dialog is given with the ***Add***, ***Add Folder***, ***Edit***, ***Edit All***, ***Delete*** and ***Delete All*** options.

To **Add** a border it needs to exist as a border file (.BDR). First select ***Add*** and the name from the list of border files from the ***Open*** dialog; the ***Add Repeat to Library*** dialog is given, set the ***Library***, ***Category*** and ***Title*** as required and select ***OK***.

To add multiple repeats, select ***Add Folder*** and the required folder, set the required ***Library*** and ***Category*** and select ***OK***. The program will then scan the selected folder for borders and add then to the library using the given ***Library*** and ***Category***. The title for the border will be the same as the border's filename.

To edit the ***Library***, ***Category*** and ***Title*** entries for a border, select the required border and then the ***Edit*** option, which will give a dialog where the changes can be made. Once the required changes have been made by typing in the new details, select ***OK***. This can be used to change the location of a border to a new or different library/category.

To edit multiple borders, alter ***Library***, ***Category*** and ***Title*** to show the required borders and select ***Edit All***. Enter the new ***Library*** and/or ***Category*** name as required and select ***OK***.

To delete a border from the library, select the required border and then the ***Delete*** option, confirmation will be requested before the border is deleted to prevent accidental losses.

To delete multiple borders, alter ***Library***, ***Category*** and ***Title*** to show the required borders and select ***Delete All***, confirmation will be requested before the borders are deleted to prevent accidental losses.

Other options that are given are ***Close***, to leave when finished making changes and ***Help***.

The option to enter any new border into a library will be offered when saving a border by using the ***Save Border*** option from the ***Border*** menu. Once the motif has been saved using the ***Save Border*** option, the ***Add Border to Library*** dialog is given with the repeat filename given as the ***Title***.

Adding A Border To The Border Library

1. Select *Edit Border Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select *Add* button - the *Open* dialog is given.
3. Select the required border file - the *Add Border To Library* dialog is given.
4. Type in the required information.
5. Select *OK*.
6. Select *Close* to return to the design.

Adding Multiple Borders To A Library

1. Select *Edit Border Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select the *Add Folder* button - the *Add Folder Of Borders To Library* dialog is given.
3. Select the required folder.
4. Enter the *Library* name for the borders by typing or using the drop down list.
5. Enter the *Category* name for the borders by typing or using the drop down list.
6. Select *OK*.

Editing The Information About A Border From The Repeat Library

1. Select *Edit Border Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select the required border.
3. Select *Edit* button - the *Edit Border* dialog is given.
4. Type in the new information as required.
5. Select *OK*.
6. Select *Close* to return to the design.

Editing The Information About Multiple Borders From The Border Library

1. Select *Edit Border Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select the required borders using the *Library*, *Category* and *Title* settings.
3. Select *Edit All* button - the *Edit Multiple Borders* dialog is given.
4. Enter new *Library* name for the borders by typing or using the drop down list as required.
5. Enter new *Category* name for the borders by typing or using the drop down list as required.
6. Select *OK*.
7. Select *Close* to return to the design.

Deleting A Border From The Border Library

1. Select *Edit Border Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select the required border.
3. Select *Delete* button - the *Delete Border* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Deleting Multiple Borders From The Border Library

1. Select *Edit Borders Library* from the *Border* menu - the *Edit Border Library* dialog is given.
2. Select the required borders using the *Library*, *Category* and *Title* settings.
3. Select *Delete All* button - the *Delete Border* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Save Repeat

To save a repeat pattern, select ***Save Repeat*** in the ***Border*** menu, a cross-hair cursor will be given. Move the cross-hair to one corner of the area to be saved. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. The name of the motif can be entered. Repeat files are saved with the extension RPT. Then another dialog is given where the ***Library***, ***Category*** and ***Title*** information for the repeat's entry in the library should be entered.

To finish the option without saving a repeat, press the ***RIGHT*** mouse button.

Saving A Border Repeat Pattern

1. Select *Save Repeat* from the *Border* menu - a cross-hair cursor is given.
2. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK*.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Edit Repeat Library

The ***Edit Repeat Library*** option allows repeats to be added or deleted and to edit their name/location. When this option has been selected the Repeat Browser dialog is given with the ***Add***, ***Add Folder***, ***Edit***, ***Edit All***, ***Delete*** and ***Delete All*** options.

To **Add** a repeat, it needs to exist as a repeat file (.RPT) first, select ***Add*** and the name from the list of repeat files, from the ***Open*** dialog. The ***Add Repeat to Library*** dialog is given, set the ***Library***, ***Category*** and ***Title*** as required and select ***OK***.

To add multiple repeats, select ***Add Folder*** and the required folder, set the required ***Library*** and ***Category*** and select ***OK***. The program will then scan the selected folder for repeats and add then to the library using the given ***Library*** and ***Category***. The title for the repeat will be the same as the repeat's filename.

To edit the ***Library***, ***Category*** and ***Title*** entries for a repeat, select the required repeat and then the ***Edit*** option, which will give a dialog where the changes can be made. Once the required changes have been made by typing in the new details, select ***OK***. This can be used to change the location of a repeat to a new or different library/category.

To edit multiple repeats, alter ***Library***, ***Category*** and ***Title*** to show the required repeats and select ***Edit All***. Enter the new ***Library*** and/or ***Category*** name as required and select ***OK***.

To delete a repeat from the library, select the required repeat and then the ***Delete*** option, confirmation will be requested before the repeat is deleted to prevent accidental losses.

To delete multiple repeats, alter ***Library***, ***Category*** and ***Title*** to show the required repeats and select ***Delete All***, confirmation will be requested before the repeats are deleted to prevent accidental losses.

Other options that are given are ***Close***, to leave when finished making changes and ***Help***.

The option to enter any new repeat into a library will be offered when saving a repeat by using the ***Save Repeat*** option from the ***Border*** menu. Once the repeat has been saved using the ***Save Repeat*** option, the ***Add Repeat to Library*** dialog is given with the repeat filename given as the ***Title***.

Adding A Repeat To The Repeat Library

1. Select *Edit Repeat Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select *Add* button - the *Open* dialog is given.
3. Select the required repeat file - the *Add Repeat To Library* dialog is given.
4. Type in the required information.
5. Select *OK*.
6. Select *Close* to return to the design.

Adding Multiple Repeats To A Library

1. Select *Edit Repeat Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select the *Add Folder* button - the *Add Folder Of Repeats To Library* dialog is given.
3. Select the required folder.
4. Enter the *Library* name for the repeats by typing or using the drop down list.
5. Enter the *Category* name for the repeats by typing or using the drop down list.
6. Select *OK*.

Editing The Information About A Repeat From The Repeat Library

1. Select *Edit Repeat Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select the required repeat.
3. Select *Edit* button - the *Edit Repeat* dialog is given.
4. Type in the new information as required.
5. Select *OK*.
6. Select *Close* to return to the design.

Editing The Information About Multiple Repeats From The Repeat Library

1. Select *Edit Repeat Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select the required repeats using the *Library*, *Category* and *Title* settings.
3. Select *Edit All* button - the *Edit Multiple Repeats* dialog is given.
4. Enter new *Library* name for the repeats by typing or using the drop down list as required.
5. Enter new *Category* name for the repeats by typing or using the drop down list as required.
6. Select *OK*.
7. Select *Close* to return to the design.

Deleting A Repeat From The Repeat Library

1. Select *Edit Repeat Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select the required repeat.
3. Select *Delete* button - the *Delete Repeat* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Deleting Multiple Repeats From The Repeat Library

1. Select *Edit Repeats Library* from the *Border* menu - the *Edit Repeat Library* dialog is given.
2. Select the required repeats using the *Library*, *Category* and *Title* settings.
3. Select *Delete All* button - the *Delete Repeat* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Objects Menu

Objects Overview

Objects provide a method of altering something once it has been placed. For example you may wish to move an item later or resize it etc. Objects are created automatically when using options such as **Draw Motif**, **Text**, **Paste** etc. so no extra options need to be selected unless you wish to alter them in any way.

Resizing and Moving Objects

To resize an object, select the active object, click and hold on one of the resizing boxes whilst dragging to the new size. This can be done with an active group of objects by first selecting the group and then resizing. ***Motifs***, ***Text*** and ***Paste Areas*** can be resized as objects; in particular ***True Type Text*** can be resized after placing.

NOTE

The final resized ***True Type Text*** may be smaller due to the limit of available point sizes and the text being kept in proportion.

NOTE

Resizing objects is not as smooth a scaling as using the **Page Up** and **Page Down** keys due to it being able to cope with non integer scaling.

Resizing Objects

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click on one of the resizing boxes whilst dragging to the new size.

To move an object, select the active object then click inside the box and drag to the new position. This can be done with an active group of objects by first selecting the group and then moving. ***Motifs***, ***Text*** and ***Paste Areas*** can be moved as objects; in particular the spacing between letters created using ***Text*** can be adjusted after placing. To adjust the spacing between characters, select the required character as the active object then click inside the box and drag to the new position.

NOTE

When adjusting the spacing between characters, the letters to the right of the character will be moved by the same amount. If there are any lines of text below, they will be moved up or down by the same amount, but not left or right.

HINT

By moving each character in turn up or down then sloping text can quickly be achieved.

Before moving an object, when the border is given it is possible to use hot keys to ***Rotate***, ***Reflect***, ***Flip***, ***Scale Up*** or ***Scale Down***.

Moving Objects

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be moved - a border with black boxes is given around the object.
3. Click inside the highlighted box and drag to the new position.

Deleting Objects

To delete an object, select the active object, then press the ***RIGHT*** mouse button and select ***Delete*** from the pop-up menu.

Deleting Objects

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Move to Front* from the menu.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Press *DELETE* key.

Edit Objects

Edit Objects in the ***Object*** menu will allow objects to become active ready for editing such as changing their position. Once the option has been selected click on the object to be adjusted, a border with black boxes will be given. To select more than one object, press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release, a border with black boxes is given around all of the selected objects. To add additional objects move the cursor to the object; press the ***LEFT*** mouse button whilst holding the ***Ctrl*** key down.

Selecting A Single Object To Adjust

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.

Selecting A Group Of Objects To Adjust

1. Select *Edit Objects* from the *Object* menu.
2. Move the cursor to one corner of the area, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Move the cursor to any additional objects to select and press the *LEFT* mouse button while holding the *Ctrl* key down.
4. Release the button when all the objects are in the box - a border with black boxes is given.

Move To Front

The ***Move To Front*** option moves the selected object to the front of the design, i.e. in front of all other objects. Once the object is active (i.e. with the border and black boxes) select ***Move to Front*** in the ***Object*** menu or click the ***RIGHT*** mouse button and select ***Move to Front*** from the pop-up menu.

Moving Objects To Be In Front Of Others

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Select *Move to Front* from the *Edit* menu.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Move to Front* from the menu.

Move To Back

The ***Move To Back*** option moves the selected object to the back of the design, i.e. behind of all other objects. Once the object is active (i.e. with the border and black boxes) select ***Move to Back*** in the ***Object*** menu or click the ***RIGHT*** mouse button and select ***Move to Back*** from the pop-up menu.

Moving Objects To Be Behind Of Others

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Select *Move to Back* from the *Edit* menu.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Move to Back* from the menu.

Align

Once ***Align*** is selected from the ***Object*** menu, a sub-menu is given listing various options to help line up and space the selected objects. These work by selecting the required object(s) and then selecting the appropriate alignment option. Some of the options will only work when 2 or more objects are selected, the options are ***Top***, ***Bottom***, ***Left***, ***Right***, ***Centre Vertical***, ***Centre Horizontal***, ***Space Across*** and ***Space Down***.

Lining Up Objects Within A Design

1. Select the required object(s).
2. Select *Align* from the *Object* menu - a sub-menu is given.
3. Select the required alignment option.

Properties

After placing ***Text*** or ***True Type Text*** on a straight line it is possible to change the font or what has been written. Once an object is active then select ***Properties*** in the ***Object*** menu or click the ***RIGHT*** mouse button and select ***Properties*** from the pop-up menu. The ***Text*** dialog is given on which the type of font used can be changed, or new text can be typed in, *[see Text or True Type Text for further details]*.

Changing The Text After Placing True Type Text

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Select *Properties* from the *Object* menu - the *Text* dialog will be given.
4. Alter the text as required.
5. Select *OK*.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Properties* from the menu.
5. Alter the text as required.
6. Select *OK*.

Changing The Font After Placing True Type Text

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Select *Properties* from the *Object* menu - the *Text* dialog will be given.
4. Alter the font settings as required.
5. Select *OK*.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Properties* from the menu.
5. Alter the font settings as required.
6. Select *OK*.

Only text placed on straight lines can be edited in this way.

Fix Stitches

To stop having an individual or group of objects as objects, use ***Fix Stitches*** in the ***Object*** menu. Once the required object is active then select ***Fix Stitches*** in the ***Object*** menu or click the ***RIGHT*** mouse button and select ***Fix Stitches*** from the pop-up menu, the border around the object will be removed.

Fixing the stitches will cause the object to be moved to the back first.

Stopping An Item Behaving Like An Object

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Select *Fix Stitches* from the *Object* menu.

Or

1. Select *Edit Objects* from the *Object* menu.
2. Click on the object to be edited - a border with black boxes is given around the object.
3. Click the *RIGHT* mouse button - a pop-up menu is given.
4. Select *Fix Stitches* from the menu.

Object Settings

Objects can either be turned on or off, at times the use of objects is not required. To turn the objects off select ***Object Settings*** in the ***Object*** menu then ***Use Objects*** checkbox. Because using objects can increase the amount of memory used, it is possible to limit how many objects can be created. Enter the required ***Maximum Number of Objects*** by using the given spin button, the maximum number allowed is 999.

When more than the maximum selected number of objects are created the program will automatically reduce the oldest objects to stitches. This can reduce the amount of memory used.

If a design is saved containing objects and then loaded into an older version of Easy Cross the objects will disappear. To correct this turn objects off using ***Object Settings*** before saving the design.

Turning Objects Off

1. Select *Object Settings* from the *Object* menu - the *Object Settings* dialog is given.
2. Select *Use Objects* checkbox.
3. Select *OK*.

Changing The Maximum Number Of Objects Allowed

1. Select *Object Settings* from the *Object* menu - the *Object Settings* dialog is given.
2. Enter the required *Maximum Number of Objects* by using the given spin button.
3. Select *OK*.

Palette Menu

Select Colour

Select Colour in the ***Palette*** menu allows a colour in the palette to be changed to one from the thread charts or your own *[see Setup Thread Charts for details on creating your own thread charts]*. Choose the colour to be changed and then the option. A dialog is given showing the charts and the current palette, use the tabs to select the required chart - the top row of tabs select the manufacturer and the second row the chart. Select the required colour from the chart by using the mouse or by typing the number in the edit box at the bottom. To view more of the chart use the slider at the bottom. A small white box is displayed in the top left corner of any colour that is in the current palette, if the colour is in the palette more than once it will be a red box.

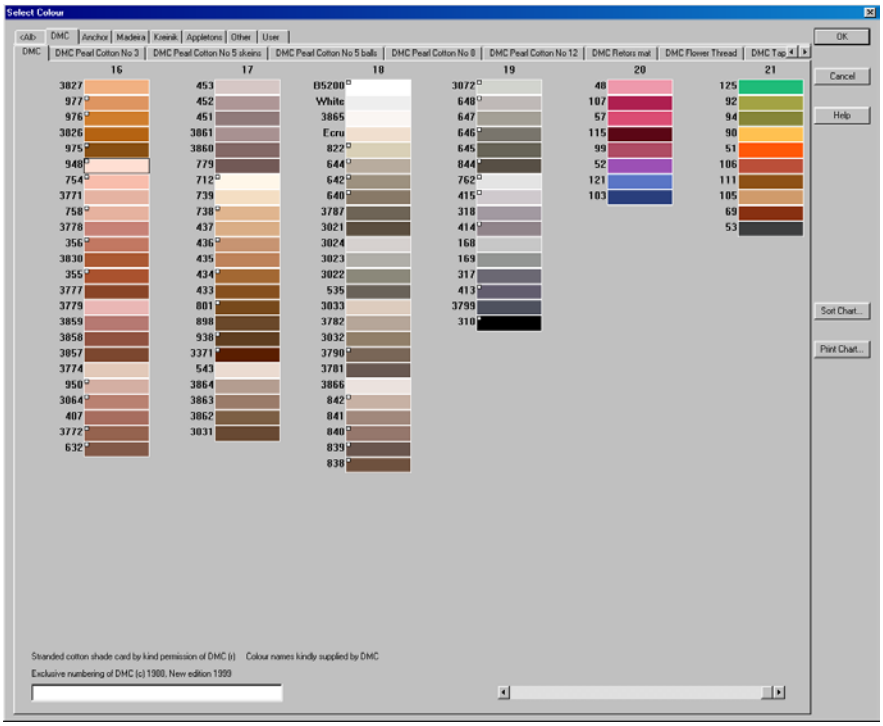
The chart can be displayed in either ***Chart*** or ***Number Order***, select the ***Sort Chart*** option and then the required order.

To print the chart select the ***Print Chart*** option - the Print Chart dialog is given. Select the number of ***Columns*** required. Select the required checkboxes for the items to print from ***Print Colour Boxes***, ***Print Colour Numbers***, ***Print Colour Names***, ***Print RGB Values***, ***Print CSI Values***. RGB are Red, Green and Blue values; CSI are Colour, Saturation and Intensity values.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without selecting a colour and ***Help***.

If the colour is changed by using this option, then the corresponding name and number will be given, as well as clearing the other manufacturers numbers.

If the chart is being displayed in a manufacturers approximations using the ***Colour Schemes*** option then the other numbers will not be cleared.



Select Colour Dialog

Changing A Colour In The Palette For Another Colour From The Thread Charts

1. Select the colour in the palette you wish to change.
2. Select *Select Colour* from the *Palette* menu - the *Select Colour* dialog is given.
3. Use the tabs to select the required thread chart.
4. Select the required colour by using the mouse or typing the manufacturers number in the edit box.
5. To view more of the chart, use the slider.
6. Select *OK*.

Or

1. Select the colour in the palette you wish to change.
2. Select *Select Colour* button from the toolbar - the *Select Colour* dialog is given.
3. Use the tabs to select the required thread chart.
4. Select the required colour by using the mouse or typing the manufacturers number in the edit box.
5. To view more of the chart, use the slider.
6. Select *OK*.

Select Blend Colour

This option will create a colour made up of strands of different colours that can be chosen from different charts. Choose the colour in the palette to be replaced by the blended colour and select the ***Select Blend Colour*** option from the ***Palette*** menu. A dialog will be given allowing the required threads to be selected.

It is possible to make a blend that has more than 2 threads, for example 2 stranded threads and a metallic thread. When selecting a colour hold down the ***CTRL*** key and click on the colour for additional strands, the number given inside the colour shows the number of strands being used.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without selecting any colours and ***Help***.

The colour given in the palette is an average of the threads selected, but the stitched view gives a more representative look.

Blends are shown in the key as a single line, for example DMC 310 Black, Anchor 1 White.

Selecting A Blended Colour In A Palette

1. Select the colour in the palette to be replaced with a blended colour.
2. Select *Select Blend Colour* from the *Palette* menu - the *Select Blend Colour* dialog is given.
3. Select the thread colours required for the blend by using the *LEFT* mouse button.
4. By holding down the *CTRL* key when selecting a colour, this will increase the number of strands used.
5. Select *OK*.

Add Colours

This option will allow colours to be added from the thread charts to the current palette, thus increasing the number of colours available. The maximum number of colours in a palette is 255. Once this option has been selected in the ***Palette*** menu, select the required thread chart by using the tabs. Colours can be selected from any of the thread charts and will be added to the same palette.

Colours can be selected by using the mouse or typing the required colour numbers in the edit box at the bottom. Several colours can be selected by either method at one time. To view more of the chart use the slider at the bottom. As the colours are selected they are shown at the bottom of the dialog.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a colour and ***Help***.

Adding Colours To The Current Palette

1. Select *Add Colours* from the *Palette* menu - the *Add Colours* dialog is given.
2. Use the tabs to select the required thread chart.
3. Select the required colours by using the mouse or typing the manufacturers number in the edit box.
4. Colours can be selected from more than one chart by using the tabs.
5. To view more of a chart, use the slider.
6. Select *OK*.

Add Blend Colour

This option will create a colour which is made up of strands of different colours which can be chosen from different charts and add it to the palette. Select ***Add Blend Colour*** from the ***Palette*** menu. A dialog will be given to select the required threads.

It is possible to make a blend that has more than 2 threads, for example 2 stranded threads and a metallic thread. When selecting a colour hold down the ***CTRL*** key and click on the colour for additional strands, the number given inside the colour shows the number of strands being used.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a blend colour and ***Help***.

The colour given in the palette is an average of the threads selected, but the stitched view gives a more representative look.

Blends are shown in the key as a single line, for example DMC 310 Black, Anchor 1 White.

Adding A Blended Colour To A Palette

1. Select *Add Blend Colour* from the *Palette* menu - the *Add Blend Colour* dialog is given.
2. Select the thread colours required for the blend by using the *LEFT* mouse button.
3. By holding down the *CTRL* key when selecting a colour, this will increase the number of strands used.
4. Select *OK*.

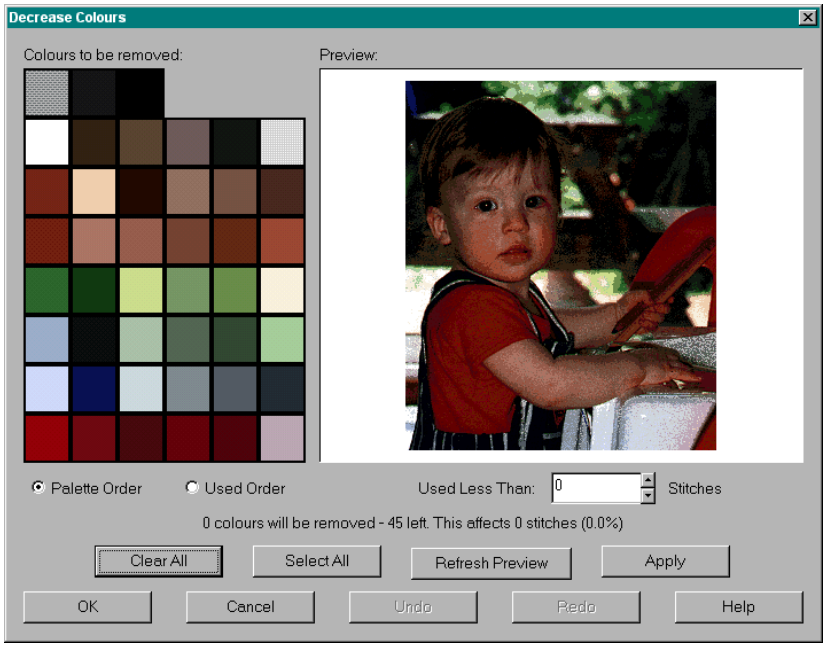
Decrease Colours

The ***Decrease Colours*** option allows colours to be removed from the design and the effect to be viewed before the colours are removed. Once the option has been selected from the ***Palette*** menu, the ***Decrease Colours*** dialog is given with the palette, a preview of the image and a count of the colours used. As the cursor moves over a colour in the palette, the colours description and stitch count is given. To sort the palette into either ***Palette Order*** or ***Used Order*** (starting with the most used) select the appropriate radio button given below the palette.

The colours can be removed by removing all colours used less than a specified amount, or by selecting them manually. The colours being removed will be marked with a white cross; if there are any marked colours which you want to keep then click on the colour and the cross will disappear. When using the ***Used Less Than*** spin button it will step up to the next most used colour, it is possible to type in a value if a specific number of stitches is required. For each colour being removed the program will automatically change it to the most similar available colour from the palette. By right clicking on a colour, the most similar available colour will be shown until the ***RIGHT*** mouse button is release. To mark a colour as must be kept, press the ***CTRL*** key whilst selecting the colour and it will be marked with a white square.

The colours can be selected or deselected by clicking on the required colour, the ***Select All*** option will select all the colours. When colours are selected manually, the program will remember these until they are deselected manually or by using the ***Clear All*** option. To remove all colours used less than a specified amount, use the spin buttons to set the required amount. Select ***Refresh Preview*** to see how the image will look if the selected colours were removed. By selecting the ***Apply*** option the current chosen colours will be removed and the dialog will be redrawn showing the design with the colours removed, once this is done the ***Undo*** option will not work.

The ***Undo*** option will undo the last selection and the ***Redo*** option will return to the selection before the ***Undo*** button was pressed.



Decrease Colours Dialog

Other options that are given are ***OK***, to remove the selected colours, ***Cancel***, to leave the option without removing any colours and ***Help***.

Decreasing The Number Of Colours Used In A Design

1. Select *Decrease Colours* from the *Palette* menu - the *Decrease Colours* dialog is given.
2. Select the colours to be removed manually and/or by setting the *Used Less Than* spin buttons.
3. Select *Refresh Preview* if required.
4. Select *OK*.

Sorting The Colours Into Used Order In the Decrease Colours Option

1. Select *Decrease Colours* from the *Palette* menu - the *Decrease Colours* dialog is given.
2. Select *Used Order* radio button.
3. Select *OK*.

NOTE

Should duplicate colours exist within the current palette then a message will be given and those colours will be initially selected. In this way to remove unneccessary palette entries just select the option and press ***OK***.

Remove Colour

The ***Remove Colour*** option in the ***Palette*** menu will allow a single colour to be removed from the palette, even if it is being used. Select the colour to be removed from the palette, then the option and the colour will be removed from the palette. If the colour is used in the design a warning is given.

Removing A Colour From The Current Palette

1. Select the colour in the palette to be removed.
2. Select *Remove Colour* from the *Palette* menu.

Remove Unused Colours

By selecting this option any unused colours will be removed from the palette. Easy Cross will always leave at least one colour in the palette even if no colours are in the design.

Removing Unused Colours From A Design

1. Select *Remove Unused Colours* from the Palette menu.

Palette

New

The ***New*** option allows you to create your own palette from any of the thread charts. To make your selection see the ***Add Colours*** option above. If no colours are selected then the program will automatically put a colour in the palette.

Creating A New Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *New* - the *New Palette* dialog is given.
3. Use the tabs to select the required thread chart.
4. Select the required colours by using the mouse or typing the manufacturers number in the edit box.
5. Colours can be selected from more than one chart by using the tabs.
6. To view more of a chart use the slider.
7. Select *OK*.

Open

This option allows an existing palette to be loaded from disk. Select the ***Open*** option in the ***Palette*** sub-menu. Once this has been done, a list of existing palettes on the disk will be given from which one can be selected.

Opening An Existing Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Open* - the *Open* dialog is given.
3. Select the required palette from the list.
4. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Save

The option ***Save*** in the ***Palette*** sub-menu allows the current palette to be saved to disk and will request the name of the file before saving the palette.

Saving A Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Save* - the *Save As* dialog is given.
3. Type in the new Filename, or select the new location (See Changing Folders and Rules For Naming Files When Saving).
4. Select *OK*.

Make Default

This option saves the current palette as cross.dpl and uses this as the default palette for new designs.

Making The Current Palette The Default Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Make Default*.

Sort

Sort Palette in the ***Palette*** sub-menu will allow the palette to be sorted by the amount used, name, manufacturer number or manufacturer chart order. When the option is selected the required sort order can be chosen from the drop down list. If ***Number*** or ***Chart Order*** is selected and more than one thread range is used, then a further dialog is given so the different ranges can be sorted.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without sorting the palette and ***Help***.

Changing Order Of The Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Sort* - the *Sort* dialog is given.
3. Select the required sort from the down list.
4. Select *OK*.

Sorting A Palette With Colours From More Than One Range

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Sort* - the *Sort* dialog is given.
3. Set the sort to either *Number* or *Chart Order* from the down list - the *Sort Order* dialog is given.
4. Change the range order by using *Move Up* or *Down* as required.
5. Select *OK*.
6. Select *OK*.

Refresh Colours

This option will adjust the colours in the palette to match the colours in a thread chart. This is useful if either the thread chart has been updated or the colours in the design have been changed and need to be reset. Once ***Refresh Colours*** has been selected from the ***Palette*** sub-menu select the required chart from the drop down list.

Refreshing The Colours In A Palette

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Refresh Colours* - the *Refresh Colours* dialog is given.
3. Select the required chart from the drop down list.
4. Select *OK*.

Most Recently Used Palette File List

A list of the last five palette files that have been used is given at the end of the ***Palette*** sub-menu. Select the required file by clicking on it or pressing the relevant number.

Selecting A Palette From The Recently Used File List

1. Select the *Palette* sub-menu, then the required file from the list given at the bottom of the menu.
   Or
1. Select the *Palette* sub-menu, then press the number corresponding to the required file.

Symbols and Threads

The symbols and thread names that have been assigned by Easy Cross can be altered by using ***Symbols and Threads*** in the ***Palette*** menu. This will bring up the list of colours, names and symbols used within the current design for the cross stitch. If the information does not fit on one screen then use the slider to see the rest. Also given are the radio buttons ***Backstitch*** and ***French Knots*** which will give the information for the relevant stitch types when selected. To have the information for ***Current Colour*** or ***All Colours*** displayed select the required radio buttons.

The 8 colours above the list of colour names, colours and symbols, are used to change the colour of the symbols. Select the required symbol from the list of colours listed. Then click the required colour from the list of 8 colours; this will change the colour of the symbol in the display. This procedure can be repeated as many times as required.

To modify the names of the colours, select the required name by using the mouse and then its contents can be changed. To modify the symbols being used, use the mouse to select the symbol you wish to change and then the new symbol from the list of available symbols. The symbols that are highlighted in yellow are the symbols that are currently in use, if a symbol is duplicated then it will be highlighted in red. The program will assign cross stitch and backstitch symbols according to the brightness of the colour, the darker the colour a more solid symbol/style is used.

For backstitch the program will use the first symbols in the list. This is to allow preferred symbols to be organised at the top. In this way if a set of light colours are used in the design it helps prevent the program from only selecting spaced out styles, which can be difficult to read.

Use the given buttons to select the ***Colour Conversion***, ***Show/Hide Charts*** or ***Reassign Symbols*** options.

When ***Reassign Symbols*** is selected then a dialog is given, select the required checkboxes to have the colour of the symbols changed automatically. The ***Repeat Symbols Using Different Colours*** means the program will repeat symbols using different colours (the colours used are the ones whose checkboxes are selected), which is a useful anti-photocopying mode.

The ***Colour Conversions*** option will match the colours in the design to a selected manufacturers thread chart. The program checks the built in conversion charts and if there is no match then it will match on the RGB values. *[See Edit Conversion Charts in the Tools Menu for details on editing the conversion charts.]* Select the required manufacturer thread chart from the drop down list. To check that the conversions look sensible, use ***Colour Schemes*** in the ***Palette*** menu.

NOTE

If the selected chart is already in use, then the existing numbers will not be changed.

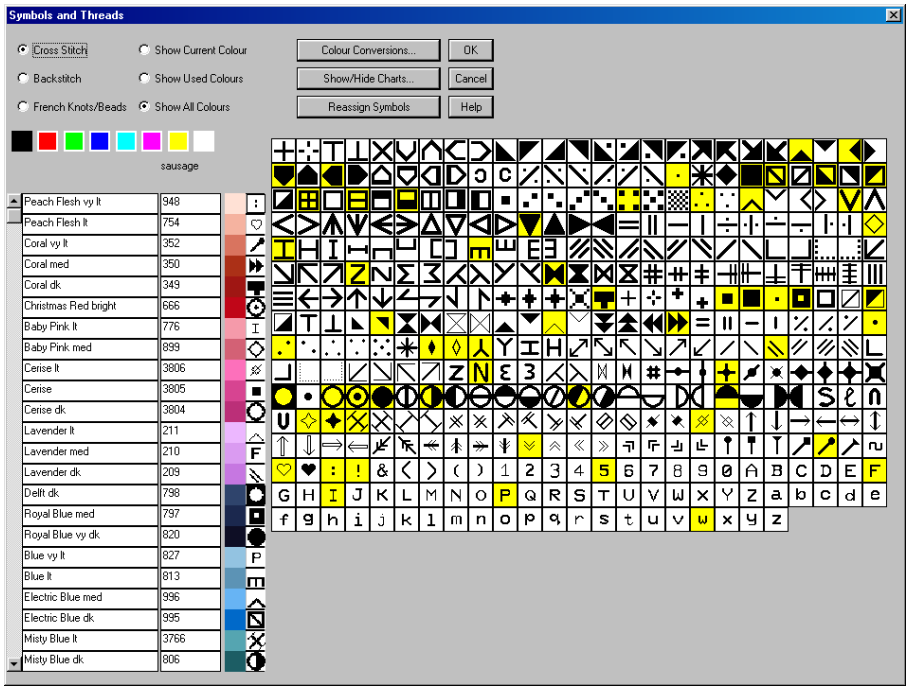
The ***Show/Hide Charts*** option allows the choice of which colour description will be displayed and printed. When the option is selected the ***Show/Hide Charts*** dialog is given, listing the shown charts on the left and the hidden charts on the right. The manufacturer charts and colour names will appear in the list if they are assigned. Select the chart to be moved and then click the arrow button showing the required direction. To move all the list at one time, use the double arrow buttons. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

The ***Reassign Symbols*** option will reassign the symbols to the colours used in the design according to the darkness of the colour and will only work with cross stitch and backstitch symbols.

NOTE

The program will avoid the use of very light symbols, which will stop very similar looking symbols for light colours when they are printed in a small grid.

Other options that are given are ***OK***, to save the changes, ***Cancel***, to leave the option without saving the changes and ***Help***.



Symbols and Threads Dialog

Changing All Colour Names And Symbols Used In The Design

1. Select *Symbols and Threads* from the *Palette* menu - the *Symbols and Threads* dialog is given.
2. Set which colours will be listed by using the radio buttons.
3. Select the required name's edit box and then it can be changed.
4. Select the symbol to be changed and then the new symbol from the given list.
5. The same can be done for *Backstitch* and *French Knots* by selecting the relevant button.
6. Select *Close* when finished.

Converting To Another Thread Range

1. Select *Symbols and Threads* from the *Palette* menu - the *Symbols and Threads* dialog is given.
2. Select the *Colour Conversions* button - the *Colour Conversions* dialog is given.
3. Select the required chart from the drop down list.
4. Select *OK*.

Changing Which Manufacturers Threads Are Used In The Design

1. Select *Symbols and Threads* from the *Palette* menu - the *Symbols and Threads* dialog is given.
2. Select the *Show/Hide Charts* button - the *Show/Hide Charts* dialog is given.
3. Select the chart to be moved and click on the arrow button in the required direction.
4. To move all the charts at once, use the double arrow button.
5. Select *OK*.

Reassigning Symbols

1. Select *Symbols and Threads* from the *Palette* menu - the *Symbols and Threads* dialog is given.
2. Select the *Reassign Symbols* button - the *Reassign* dialog is given.
3. Select *Repeat Symbols Using Different Colours* to have the repeated symbols in different colours.
4. Select *Yes* to continue.

Changing The Colour Of The Symbols On The Printout

1. Select *Symbols and Threads* from the *Palette* menu - the *Symbols and Threads* dialog is given.
2. Select the required symbol from the list.
3. Select the colour required from the list of 8 colours - the colour will change in the display.
4. Repeat steps 2 to 3 as required.
5. Select OK.

Colour Schemes

This option allows one design to be shown in several different colour schemes without having different files. This is useful if, for example, a design is produced for a baby and both pink and blue versions are required.

Once the design has been created for one of the colour schemes, select ***Colour Schemes*** in the ***Palette*** menu. Once this has been done, a dialog is given asking for the title of the first scheme. Then the ***Colour Schemes*** dialog is given; to create a new scheme select the ***Create New Scheme*** button. Then enter a new colour scheme's title and select ***OK***. The design will be given and then the required colours can be changed to the new colour scheme. This should be done by selecting the colour from the palette or by using ***Pick Colour*** in the ***Edit*** menu and then changing it by using ***Select Colour*** in the ***Palette*** menu. For each new scheme, the scheme requires creating before changing the colours.

To view a different scheme, select ***Colour Scheme*** and then the required scheme from the ***Title*** drop down list and ***OK***. To print a scheme make sure that the required scheme is the current one being shown and then select ***Print***.

To edit the colours within a scheme, select ***Colour Schemes*** and then the required title from the drop down list and then ***OK***. The scheme will be shown on screen and then the changes can be made.

Also on the ***Colour Scheme*** dialog is the ***Edit Title*** option which will allow the title of an existing scheme to be changed. First select the required scheme from the ***Title*** drop down list, then the ***Edit Title*** button. An edit box is given in which the changes can be made, also given are ***OK***, to continue, ***Cancel***, to leave the option without changing the title and ***Help***.

To remove a colour scheme, select the required scheme and press the ***Remove Scheme*** button. There must be at least two schemes before one can be deleted.

The ***Chart*** option allows the design to be viewed in terms of different manufacturer charts, which allows the colours given by the ***Colour Conversion*** option to be checked to see if they are sensible. Select the required chart from the drop down list. If you find the conversions are not suitable then use the ***Symbols and Threads*** option in the ***Palette*** menu to change the relevant colour numbers.

Using Colour Schemes

1. Create a design in one colour scheme.
2. Select *Colour Schemes* from the *Palette* menu - the *Create First Colour Scheme* dialog is given.
3. Enter the scheme's title and Select *OK*.
4. Create another scheme by selecting *Create New Scheme* button.
5. Enter the new scheme's title - the design is given.
6. Make the required changes to the colours.

Viewing A Colour Scheme

1. Select *Colour Schemes* from the *Palette* menu - the *Colour Schemes* dialog is given.
2. Select the required scheme from the title drop down list.
3. Select *OK*.

Printing A Colour Scheme

1. Select *Colour Schemes* from the *Palette* menu - the *Colour Schemes* dialog is given.
2. Select the required scheme from the title drop down list.
3. Select *OK*.
4. Select *Print* from the *File* menu.

Editing A Colour Scheme

1. Select *Colour Schemes* from the *Palette* menu - the *Colour Schemes* dialog is given.
2. Select the required scheme from the title drop down list.
3. Select *OK*.
4. Make the required changes to the design.

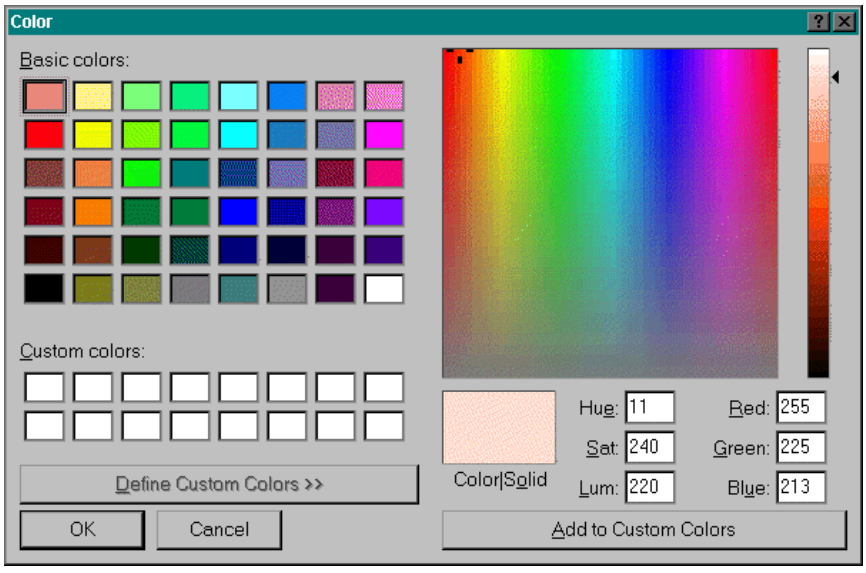
Deleting A Colour Scheme

1. Select *Colour Schemes* from the *Palette* menu - the *Colour Schemes* dialog is given.
2. Select the scheme title to be removed using the drop-down list.
3. Press the *Remove Scheme* button.

Define Colour

The ***Define Colour*** option allows a colour from the palette to be defined to any colour or shade required. Select the colour to be defined from the palette and then select the option in the ***Palette*** menu or by pressing ***Ctrl D***.

When the option has been selected, the define colour screen is given. To the left are the basic colours which helps when you start to define a colour. Next to that are the ***Hue*** (colour) range and the ***Luminosity*** (intensity) range. Below that are the colour which is being defined and the ***Hue***, ***Saturation*** and ***Luminosity*** along with the ***Red***, ***Green*** and ***Blue*** values. The colour which is being defined appears dithered and as a solid colour, it will always appear dithered regardless of the type of monitor being used.



Define Colour Dialog

The position of the colour in the ***Hue*** and ***Luminosity*** range is marked by a cross. Each colour has a ***Hue***, ***Saturation*** and ***Luminosity*** value. These values can be typed in, select the required box by using the mouse. Once this has been done a cursor will appear inside the box and it's contents can be changed.

Colours can also be defined by moving the cross around the two ranges. The colour range gives the ***Hue*** values starting from left to right (0-239) and the ***Saturation*** values from top to bottom (0-240). The ***Saturation*** value is a measure of the strength, a higher value gives a stronger colour and a lower value gives paler colour. The ***Luminosity*** value is a measure of the brightness, the range is shown from top to bottom (0-240), a higher value gives a brighter colour and a lower value gives a darker colour.

The Custom Colours are supplied by Windows and not Easy Cross, so ignore these.

Once the colour has been defined, press ***OK*** to end the option. This will keep the new colour in the palette while the program is still running, but will be lost when the program has been quit, unless the palette is saved**.**

If the colour is changed by using this option, then the name and numbers will be cleared.

Defining A Colour

1. Select *Define Colour* from the *Palette* menu - the *Windows Color* dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

Or

1. Press *Ctrl D* - the *Windows Color* dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

Setup

Edit Thread Charts

The ***Edit Thread Charts*** option allows the colours within a thread chart to be altered. After selecting the option a dialog is given showing the charts, use the tabs to select the required chart. Select the required colour from the chart by using the mouse, to view more of the chart use the slider at the bottom.

When the colour has been selected, values will appear in the ***Red***, ***Blue***, ***Green*** and ***Colour***, ***Saturation***, ***Intensity*** boxes. Use the given spin buttons to change the required values. The ***Colour*** value indicates the colour base; red is 0, green is 80 and blue is 160. The ***Saturation*** value is a measure of the colours strength, a higher value gives a stronger colour and a lower value gives a paler colour. The ***Intensity*** value is a measure of the colours brightness, a higher value gives a brighter colour and a lower value gives a darker colour.

The ***Sort Chart*** button allows the chart to be sorted into ***Number*** or ***Chart*** order. The ***Symbols*** button allows the symbols allocated for the colours to be changed. By default the symbols will be calculated automatically according to the colours used in the particular design (those colours with a blank blue square instead of a symbol). A specific symbol can be chosen if required, which will then be used for all new designs that use that particular colour.

By doing a right click on a colour, this will activate a popup menu giving access to ***Cut***, ***Copy*** and ***Paste*** and the following options.

Edit Names option will allow the number and description to be changed. Select the required edit box and type in the new values. Also given are ***OK***, to continue, ***Cancel***, to leave the option without changing the names and ***Help***.

Add Colour will add a space below the current colour. Once the space has been added then the appropriate colour can be obtained by using ***Define Colour***.

Insert Colour will add a space above the current colour. Once the space has been added then the appropriate colour can be obtained by using ***Define Colour***.

Define Colour option allows the colour to be defined, *[see Define Colour in the Palette menu for more details on defining colours]*.

Add Column Break option will add a column break below the current colour.

Insert Column Break option will add a column break above the current colour.

Remove Column Break option will delete the column break at the beginning of the current column.

Other options that are given in the ***Edit Thread Charts*** dialog are ***OK***, to continue, ***Cancel***, to leave the option without editing a colour, ***Help***, ***Save***, to save edits on the current chart and ***Save All***, to save all edits on all charts. The ***Setup Charts*** button will give access to ***Setup Thread Charts*** in the ***Palette*** menu.

If the current chart is one of your own created in ***Setup Thread Charts*** an extra button, ***Add Colours,*** will appear. After selecting this button, go through the existing manufacturer charts selecting the required colours by using the mouse. When all the colours have been selected, press ***OK*** and your own chart will appear. Its tab will appear at the end of the tabs, the ***Setup Thread Charts*** option can be used to change the order.

Editing A Thread Chart

1. Select *Edit Thread Charts* from the *Palette* menu - the *Thread Charts* dialog is given.
2. Use the tabs to select the required thread chart.
3. Select the required colours by using the mouse.
4. Change the *Colour*, *Saturation* and *Intensity* values by using the spin buttons.
5. To view more of a chart, use the slider.
6. Colours can be edited from other charts by using the tabs to select the required chart.
7. Select *Save* to save changes in the current chart and *Save All* to save all changes made.
8. Select *OK*.

Also

1. Do a right click on a colour to activate a popup menu giving access to various other options that can be used to edit a thread chart.

Setup Thread Charts

This option will allows settings for the thread charts to be changed and will create your own workbox charts. Once the option is selected, a dialog is given listing all the available thread charts and the following options.

Settings option allows the ***Brightness*** and ***Saturation*** values of the selected thread chart to be changed by using the spin buttons, this will affect the whole chart at one time. If the current chart is one of your own, then the ***Name*** and ***File Name*** can be edited. Also given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Create New option will create a new thread chart, once the option has been selected the settings dialog is given. Type in the required information in the relevant edit box, when naming the ***File Name***, remember to add the extension ***.LST***. Once the ***File Name*** is given, the required colours can be selected from the thread charts.

Delete option will delete the selected thread chart from the list. When the option is selected, the program will confirm that you wish to delete the reference to this chart. This will not delete the file, so at a later stage it can be reused by selecting the ***Create New*** option.

To move a thread chart in the list, select the thread chart to be moved and then select either the ***Move Up*** or ***Move Down*** buttons the appropriate number of times to achieve the required position.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Changing The Order Of The Thread Charts

1. Select *Setup Thread Charts* from the *Palette* menu - the *Setup Thread Charts* dialog is given.
2. Select the required chart from the list.
3. Select *Move Up* or *Move Down* buttons the appropriate number of times to achieve the required position.
4. Select *OK*.

Changing The Brightness Or Saturation Of A Thread Chart

1. Select *Setup Thread Charts* from the *Palette* menu - the *Setup Thread Charts* dialog is given.
2. Select the required chart from the list.
3. Select *Settings* button - the *Thread Chart Settings* dialog is given.
4. Change the *Brightness* and *Saturation* values by using the spin buttons.
5. Select *OK*.

Creating Your Own "Workbox" Thread Charts

1. Select *Setup Thread Charts* from the *Palette* menu - the *Setup Thread Charts* dialog is given.
2. Select *Create New* button - the *Create New Thread Chart* dialog is given.
3. Enter the required information in the edit boxes.
4. Select *OK*.
5. Select the required colours from the charts
6. Select *OK*.

Setup User Chart

This option will allows a thread chart that has been created manually to be fully integrated into the program as a manufacturer's thread chart. Once the option is selected a dialog is given listing all the manually created thread charts - select the required chart and press ***OK***.

A dialog is then given in which the thread details can be entered. These are:

Print Name	the name to appear in the printed key.
Thread Type	the type of thread. Several default values are given to choose from or a new type can be typed.
Standard Amount Name	a description for the length of a unit of thread - for example skein or ball.
Length Name	a description for the length of a unit of thread - for example 8m.
Length (metres)	the true length of a unit of thread in metres.
Strands	the number of strands the thread can be divided into.
Tapestry Wool	whether the thread is a tapestry wool.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Creating a New Manufacturer's Thread Chart

1. Select *Setup Thread Charts* from the *Palette* menu - the *Setup Thread Charts* dialog is given.
2. Select *Create New* button - the *Create New Thread Chart* dialog is given.
3. Enter the required information in the edit boxes.
4. Select *OK*.
5. Select the required colours from the charts
6. Select *OK*.
7. Select *Setup User Chart* from the *Palette* menu.
8. Select the required chart from the list.
9. Select *OK*.
10. Enter the required information about the chart.
11. Select *OK*.

Edit Fabric Charts

The ***Edit Fabric Charts*** option allows the colours within a fabric chart to be altered. After selecting the option a dialog is given showing the charts, use the tabs to select the required chart. Select the required colour from the chart by using the mouse, to view more of the chart use the slider at the bottom.

When the colour has been selected, values will appear in the ***Red***, ***Blue***, ***Green*** and ***Colour***, ***Saturation***, ***Intensity*** boxes. Use the given spin buttons to change the required values. The ***Colour*** value indicates the colour base; red is 0, green is 80 and blue is 160. The ***Saturation*** value is a measure of the colours strength, a higher value gives a stronger colour and a lower value gives a paler colour. The ***Intensity*** value is a measure of the colours brightness, a higher value gives a brighter colour and a lower value gives a darker colour.

By doing a right click on a colour this will activate a popup menu giving access to ***Cut***, ***Copy*** and ***Paste*** and the following options.

Edit Names option will allow the ***Number***, ***Description*** and ***Fabric Type*** to be changed. Select the required edit box and type in the new values. The ***Count*** of a fabric can be changed by using the given spin button. Also given are ***OK***, to continue, ***Cancel***, to leave the option without changing the names and ***Help***.

Add Colour will add a space below the current colour. Once the space has been added then the appropriate colour can be obtained by using ***Define Colour***.

Insert Colour will add a space above the current colour. Once the space has been added then the appropriate colour can be obtained by using ***Define Colour***.

Define Colour option allows the colour to be defined, *[see Define Colour in the Palette menu for more details on defining colours]*.

Add Column Break option will add a column break below the current colour. ***Insert Column Break*** option will add a column break above the current colour. ***Remove Column Break*** option will delete the column break at the beginning of the current column.

Edit Column Title option will allow the title given at the top of the column to be altered by typing the required title into the given edit box.

Other options that are given in the ***Edit Fabric Charts*** dialog are ***OK***, to continue, ***Cancel***, to leave the option without editing a colour, ***Help***, ***Save***, to save edits on the current chart and ***Save All***, to save all edits on all charts. The ***Setup Charts*** button will give access to ***Setup Fabric Charts*** in the ***Palette*** menu.

If the current chart is one of your own created in ***Setup Fabric Charts*** an extra button, ***Add Colours,*** will appear. After selecting this button, go through the existing manufacturer charts selecting the required colours by using the mouse. When all the colours have been selected, press ***OK*** and your own chart will appear. Its tab will appear at the end of the tabs, the ***Setup Fabric Charts*** option can be used to change the order.

Editing A Fabric Chart

1. Select *Edit Fabric Charts* from the *Palette* menu - the *Edit Fabric Charts* dialog is given.
2. Use the tabs to select the required fabric chart.
3. Select the required colours by using the mouse.
4. Change the *Colour*, *Saturation* and *Intensity* values by using the spin buttons.
5. To view more of a chart, use the slider.
6. Colours can be edited from other charts by using the tabs to select the required chart.
7. Select *Save* to save changes in the current chart and *Save All* to save all changes made.
8. Select *OK*.

Setup Fabric Charts

This option will allows settings for the fabric charts to be changed and will create your own workbox charts. Once the option is selected, a dialog is given listing all the available thread charts and the following options.

Settings option allows the ***Brightness*** and ***Saturation*** values of the selected fabric chart to be changed by using the spin buttons, this will affect the whole chart at one time. If the current chart is one of your own, then the ***Name*** and ***File Name*** can be edited. Also given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

Create New option will create a new fabric chart, once the option has been selected the settings dialog is given. Type in the required information in the relevant edit box, when naming the ***File Name***, remember to add the extension ***.LST***. Once the ***File Name*** is given, the required colours can be selected from the thread charts.

Delete option will delete the selected fabric chart from the list. When the option is selected, the program will confirm that you wish to delete the reference to this chart. This will not delete the file, so at a later stage it can be reused by selecting the ***Create New*** option.

To move a fabric chart in the list, select the fabric chart to be moved and then select either the ***Move Up*** or ***Move Down*** buttons the appropriate number of times to achieve the required position.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Changing The Order Of The Fabric Charts

1. Select *Setup Fabric Charts* from the *Palette* menu - the *Setup Fabric Charts* dialog is given.
2. Select the required chart from the list.
3. Select *Move Up* or *Move Down* buttons the appropriate number of times to achieve the required position.
4. Select *OK*.

Changing The Brightness Or Saturation Of A Fabric Chart

1. Select *Setup Fabric Charts* from the *Palette* menu - the *Setup Fabric Charts* dialog is given.
2. Select the required chart from the list.
3. Select *Settings* button - the *Fabric Chart Settings* dialog is given.
4. Change the *Brightness* and *Saturation* values by using the spin buttons.
5. Select *OK*.

Edit Conversion Charts

This option allows the internal conversion charts to be changed to your own preferences. When the option has been selected a dialog is given, at the top is a drop down list for the ***Colour List*** and ***Conversion List***. The ***Colour List*** is the chart you wish to convert and the ***Conversion List*** is the chart you wish to convert to. Select the required chart for each list, then the numbers and colour approximations will be given below. The numbers in the boxes are the corresponding numbers in the conversion list. Select the number to be changed by using the mouse and then type in the new value.

If the box in the conversion list is blank then the program will match on the Red, Green, Blue values.

Copy to Clipboard will copy the current conversion chart into the clipboard, so it can be pasted into other applications.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without saving the changes and ***Help***.

NOTE

The conversion charts are not exact matches and therefore it is recommended that the conversions should be checked.

Editing A Conversion Chart

1. Select *Edit Conversion Charts* from the *Palette* menu - the *Edits Conversion Charts* dialog is given.
2. Select the required *Colour* and *Conversion List* from the drop down lists.
3. Change the required numbers.
4. *Copy to Clipboard* button will copy to the Windows Clipboard, if selected.
5. Select *OK*.

Edit Symbols

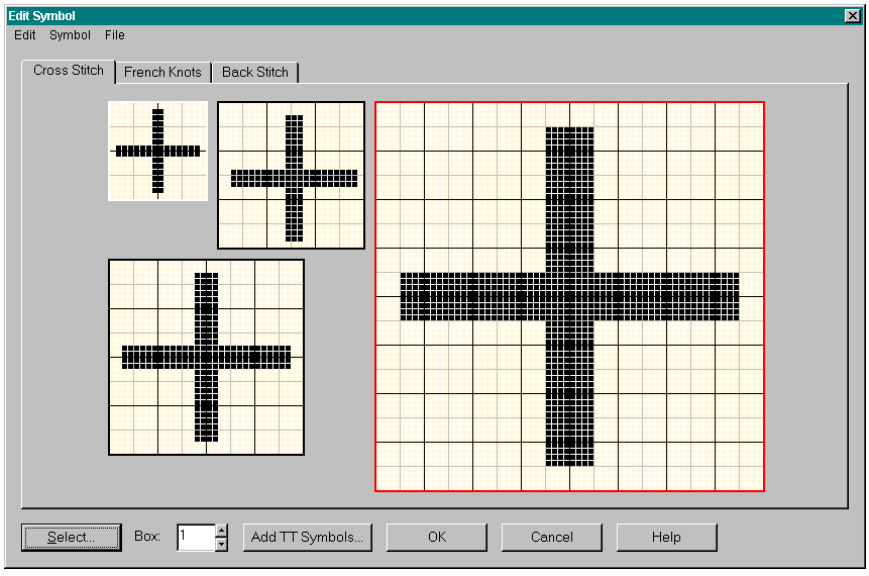
Edit Symbols in the ***Palette*** menu allows edits to be made to existing symbols and new ones to be created. Once selected, a dialog is given with various menus and buttons, which allow access to different options.

Use the tabs to select which type of symbol i.e. cross stitch, backstitch or French knot. For each type of symbol different grids will be given for the edits. For cross stitch, four grids of varying sizes are given, these are used to show the symbol at different levels of zoom and printing. Once an edit has been made to one of the grids, the computer will automatically alter the remaining unfixed grids. When a symbol has been edited a white box will appear around the grid, this denotes that the symbol is fixed and will have to be altered manually unless the ***Unfix Grids*** option in the ***Select*** menu is used.

For each type of symbol, each grid is in 8 by 8 squares divided into smaller 4 by 4 squares. The active symbol is surrounded by a red box, this shows where the edits will be made.

After selecting the required symbol type by using the tabs, the first symbol in the list is given. If you do not wish to edit this one, then use the ***Select*** button to give the list of symbols from which the required one can be selected by using the mouse.

The ***Box*** spin button allows the size of the editing square to be increased or decreased. When the mouse is over the grid, use the ***LEFT*** mouse button to add squares and the ***RIGHT*** mouse button to delete squares from the symbol.



Edit Symbols Dialog

To use characters from true type fonts as a symbol, select the ***Add TT Symbol*** button. A dialog is given showing all the characters in the current true type font. Use the ***Select Font*** button to change the font. Normally true type fonts have a lot of blank space above and below, this space will be reduced by setting ***Enlarge By***. Select the required character and press ***OK***. The last character added will now be the current symbol in the Editor. Use the ***Select*** button to view any other symbols added.

NOTE

True type characters can be added as cross stitch or French knot symbols, but not backstitch symbols.

Edit Menu

Mirror

This option will reflect vertically the current symbol in all grids, regardless of which grid is fixed.

Flip

This option will reflect horizontally the current symbol in all grids, regardless of which grid is fixed.

Rotate

This option will rotate the current symbol in all grids, regardless of which grid is fixed. The symbols will be rotated by 90 degrees for cross stitch and French knot, and by 180 degrees for backstitch.

Darken

This option will add an extra square around every black square in the active symbol, thus making the symbol darker. This will not darken the fixed grids, to do so select ***Unfix Grids*** in the ***Symbol*** menu before selecting this option.

Lighten

This option will remove an extra square around every black square in the active symbol, thus making the symbol lighter. This will not lighten the fixed grids, to do so select ***Unfix Grids*** in the ***Symbol*** menu before selecting this option.

Adjust Left, Right, Up and Down

To help position the symbol in the grid, use these options to move the active symbol 1 square in the given direction. This will not move the fixed grids, to do so select ***Unfix Grids*** in the ***Symbol*** menu before selecting this option.

Symbol Menu

New

This option will create a new symbol at the end of the list, it will confirm you wish to do this before doing so.

Copy

This option will copy the current symbol to the end of the list, it will confirm you wish to do this before doing so.

Delete

This option will delete the current symbol, it will confirm you wish to do this before doing so.

Move

This option will move the current symbol, it will confirm you wish to do this before doing so. The list will appear, then use the mouse to select the new position. The existing symbols will move up or down to make way.

Next

This option will select the next symbol in the list.

Previous

This option will select the previous symbol in the list.

Unfix Grids

This option will unfix all the grids in the current cross stitch symbol, so that edits in any one of the grids will be repeated in the others.

Copy To Clipboard

This option will copy the active symbol to the clipboard.

Replace With Clipboard

This option will replace the current square with the contents of the clipboard, if the clipboard is a different size it will be placed centrally and some detail may be lost.

File Menu

Save To File

This option will save the edits made to the symbol file ***EASYC.BSY***. Remember to save the edits before leaving the option, there is no warning given.

Reload From File

This option will reload the symbol file and so the edits will be lost.

If the symbols are moved or deleted, there is no effect on existing designs unless a deleted symbol is used in the design. Any edits will alter the symbols in existing designs.

Other options that are given are ***OK***, to save the changes, ***Cancel***, to leave the option without saving any symbols and ***Help***.

Editing An Existing Symbol

1. Select *Edit Symbols* from the *Palette* menu - the *Edit Symbols* dialog given.
2. Select the required symbol type by using the tabs - first symbol in the list is given.
3. To edit another symbol select *Select* button - a list is given.
4. Select the required symbol.
5. Make the required changes, the *Edit* menu gives options to use.
6. *Unfix Grids* will allow changes to be made automatically over all the cross stitch grids if selected.
7. Select *Save To File* from the *Symbol* menu.
8. Select *OK*.

Creating A New Symbol

1. Select *Edit Symbols* from the *Palette* menu - the *Edit Symbols* dialog given.
2. Select the required symbol type by using the tabs - first symbol in the list is given.
3. Select *New* or *Copy* from the *Symbol Menu*.
4. Design the symbol.
5. Select *Save To File* from the *Symbol menu*.
6. Select *OK*.

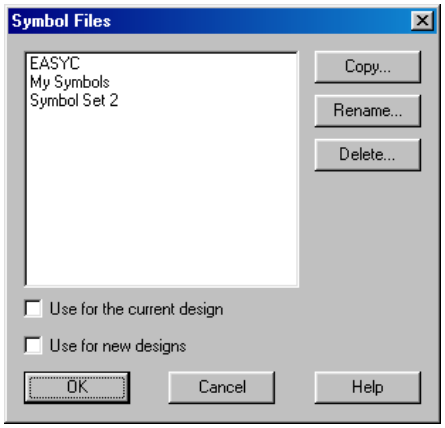
Using True Type As A Symbol

1. Select *Edit Symbols* from the *Palette* menu - the *Edit Symbols* dialog is given.
2. Select the *Add TT Symbols* button - the *Add TT Symbols* dialog is given.
3. Change the current font if required.
4. Alter the *Enlarge By Percentage* if required.
5. Select the required character.
6. Select *OK*.

Symbol Files

Symbol Files in the ***Palette*** menu allows different symbol files to be organised and selected for designs. When the option is selected a dialog is given listing the current symbol files. The ***EASYC*** file is the standard symbol file supplied with the program. Select the ***Copy*** button to copy the selected symbol file - a dialog will be given asking for the name of the new file. Select the ***Rename*** button to rename the selected symbol file - a dialog will be given asking for the new name. Select the ***Delete*** button to delete the symbol file. Select the ***Use for the current design*** tickbox to make this the symbol file for the current design - it will affect no other designs. Select the ***Use for new designs*** tickbox to make this the symbol file for all new designs - it will not affect the current or any existing designs.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



NOTE

If symbol files are renamed or deleted then existing designs that refer to the file will no longer be able to use those symbols.

Set Chart Preference

The ***Set Chart Preference*** option will allow your preference for which manufacturer ranges will be shown first in the ***Thread Chart*** dialog. The default palette can also be selected from the given list of available palettes.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

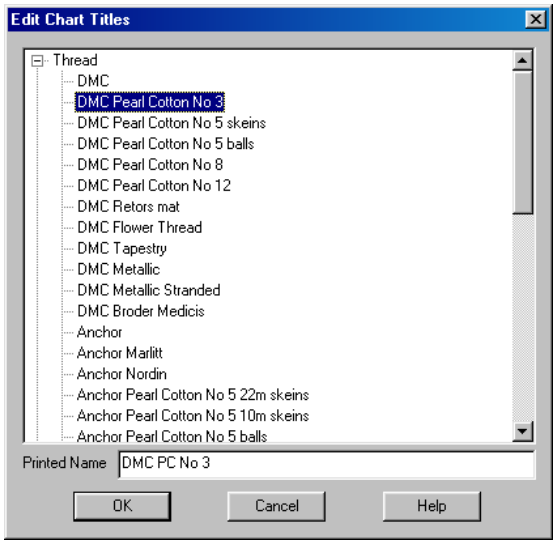
Setting The Manufacturer Preference

1. Select *Set Chart Preference* from the *Palette* menu - the *Set Chart Preference* dialog is given.
2. Select the required thread manufacturer from the list.
3. Select a palette to become the *Default Palette* if required.
4. Select *OK*.

Edit Chart Titles

The ***Edit Chart Titles*** option allows the titles of the charts to be changed in the printouts. In this way abbreviated titles can be used if required. When the option is selected a dialog is given showing the available chart types. Select the required type, for example ***Thread***, and then the required chart. The ***Printed Name*** can then be altered as required.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Setting The Titles of the Charts in the Printouts

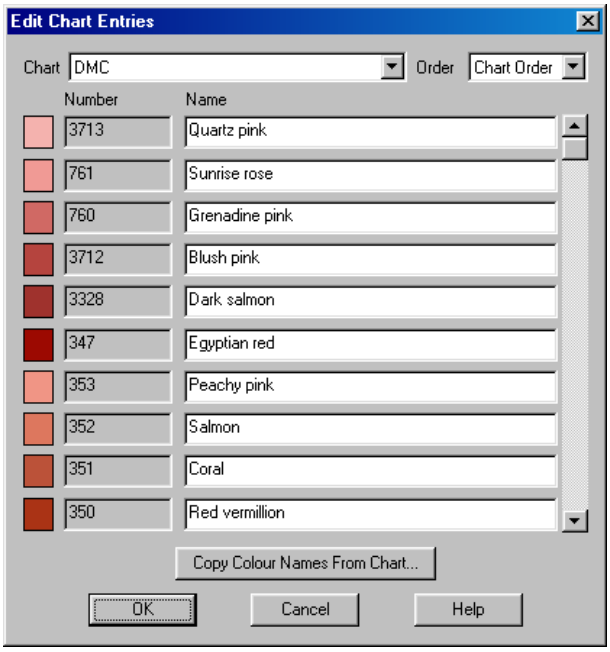
1. Select *Edit Chart Titles* from the *Palette* menu - the *Edit Chart Titles* dialog is given.
2. Select the required chart type, for example *Thread*.
3. Select the required range from the list.
4. Enter the new title in the *Printed Name* box.
5. Select *OK*.

Edit Chart Names

The ***Edit Chart Names*** option allows the names of the thread colours with the charts to be changed. When the option is selected the ***Edit Chart Entries*** dialog is given. Select the required ***Chart***, this will show the thread names for that chart. Alter the names as required, using the scroll bar to see more colours. The ***Order*** can be altered to show the colours either in the original chart order or number order.

Copy Colour Names From Chart will ask for a thread range to copy the names from. This gives a quick way of standardising the thread names between different ranges from the same manufacturer. For example if you altered the names for the stranded cotton colours you could then select tapestry thread range and copy the colours names from the stranded cotton range.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Editing the Thread Names Within a Chart

1. Select *Edit Chart Names* from the *Palette* menu - the *Edit Chart Names* dialog is given.
2. Select the required chart type.
3. Select a different *Order* if required.
4. Select *Copy Colours Names From Chart* if you require the names to be copied from a different thread chart.
5. Edit the names as required, using the scroll bar to see more colours.
6. Select *OK*.

View Menu

Redraw

To redraw the current design, use the ***Redraw*** option in the ***View*** menu or by pressing ***W***.

Redrawing The Design

1. Select *Redraw* from the *View* menu.

Or

1. Press *W*.

Pan

This option allows you to move easily around the image, without changing the amount of grid displayed. If selected by using ***Pan*** in the ***View*** menu, then a cross-hair cursor will appear. Move this to the required centre of view and press the ***LEFT*** mouse button. The grid will be re-drawn with the selected position in the centre of the screen. This can be repeated to move across the entire design; the ***Pan*** option will work whilst carrying out other options.

Should the grid not re-display itself, or the selected position is not in the centre of the screen, then it means the limits of the grid have been reached and no more panning can be made in that direction. To finish the option press the ***RIGHT*** mouse button.

Panning can also be achieved by moving the cursor to the required centre of view and pressing ***A***.

Moving Around A Design

1. Select *Pan* from the *View* menu - a cross-hair cursor is given.
2. Move the cross-hair to the required centre of view.
3. Press the *LEFT* mouse button.
4. Press the *RIGHT* mouse button to leave the option.

Or

1. Move the cursor to the required centre of view and press *A*.

Or

1. Click and hold down the pointer on the current view rectangle on the design preview and drag to the new position.

Zoom

The grid can be enlarged as required to make viewing easier by selecting the ***Zoom*** option in the ***View*** menu. A cross-hair cursor will appear, move this to one corner of the area to be enlarged. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. When this has been done the grid will be redrawn to show this new area enlarged.

Alternatively the cursor can be moved to the first corner of the new area and the letter ***Z*** pressed.

To keep as much of the design on the screen as possible, the area shown may be slightly larger than selected to use up empty display space.

To finish the option press the ***RIGHT*** mouse button.

Zooming Into An Area Of Design

1. Select *Zoom* from the *View* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the *LEFT* mouse button - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to the required position on the design and press *Z* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.

Or

1. Select the *Zoom* button from the toolbar - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the *LEFT* mouse button - a box is given.
3. Release the button when the box is the correct size.

Zoom In

A simpler method of zooming in on the grid is to use the **+** key or to select the ***Zoom In*** option in the ***View*** menu. This will have the effect of zooming in by a small factor. The ***Zoom In*** option will work whilst carrying out other options.

Zooming In By Small Amounts

1. Select *Zoom In* from the *View* menu.

Or

1. Press the + key.

Or

1. Select the *Zoom In* button from the toolbar.

Zoom Out

A simpler method of zooming out of the grid is to use the **-** key or to select the ***Zoom Out*** option in the ***View*** menu. This will have the effect of zooming out by a small factor. The ***Zoom Out*** option will work whilst carrying out other options.

NOTE

If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

Zooming Out By Small Amounts

1. Select *Zoom Out* from the *View* menu.

Or

1. Press the - key.

Or

1. Select the *Zoom Out* button from the toolbar.

Zoom Back

The ***Zoom Back*** option in the ***View*** menu will select the previous view area, also the **<** key can be used. The ***Zoom Back*** option will work whilst carrying out other options.

NOTE

If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

Going To The Previous View Area

1. Select *Zoom Back* from the *View* menu.

Or

1. Press the < key.

Or

1. Select the *Zoom Back* button from the toolbar.

Zoom Forward

The ***Zoom Forward*** option in the ***View*** menu will select the next view area (if the ***Zoom Back*** option has been performed), also the **>** key can be used. The ***Zoom Forward*** option will work whilst carrying out other options.

Going To The Next View Area

1. Select *Zoom Forward* from the *View* menu.

Or

1. Press the > key.

Or

1. Select the *Zoom Forward* button from the toolbar.

Full View

To re-display the grid at a size such that the entire grid can be seen, select the ***Full View*** option in the ***View*** menu or by pressing the ***V*** key. ***Full View*** will work whilst carrying out other options.

If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

Viewing All Of A Design

1. Select *Full View* from the *View* menu.

Or

1. Press *V*.

Normal View

This option will set the zoom level so that the size of squares on screen is as similar as possible to that of the real fabric count.

The size on screen can depend on resolution settings within Windows for the monitor and graphics card.

Viewing The Design At The Size It Will Be Stitched

1. Select *Normal View* from the *View* menu.

Or

1. Select the *Normal View* button from the toolbar.

Toggle Full Screen

This option will allow the display to toggle between normal editing view and full screen mode. The ***Full Screen Mode*** will make the view occupy the entire screen, the menus are still active (so they can be activated by using *Alt* along with the relevant letter - *Alt + V* for ***Views*** menu). The normal editing features and ***Zoom*** options are still available so edits can be made whilst at the larger display. To toggle back to the normal editing view, press the ***ESC*** key on the keyboard.

It is possible to toggle between the 2 views by pressing ***Ctrl*** and ***F5*** on the keyboard.

Making The Design Display On The Full Screen

1. Select *Toggle Full Screen* from the *View* menu - this will make the design full screen.
2. Press *ESC* to go back to the normal editing view.

Or

1. Pressing *Ctrl F5* will toggle between *Full Screen* and normal screen.

Stitch Display

After selecting ***Stitch Display*** in the ***View*** menu, the stitch display of the palette and design can be selected from the appropriate drop down list. The choice of stitch display can be made from ***Crosses***, ***Blocks***, ***Colour Symbols***, ***Strokes***, ***Black/White Symbols or Blocks with Symbols***. The ***Fabric Type*** can be set to ***None***, ***Aida***, ***Aida over 2***, ***Linen***, ***Plastic Canvas***, ***Canvas Duo***, ***Evenweave*** or ***Evenweave over 2*** (***over 2*** is when the design is stitched over 2 threads of fabric).

NOTE If the ***Fabric Type*** is selected and the view is at full view, the fabric may appear black. This will disappear when zoomed in, this is due to the Windows display methods.

NOTE When the ***Palette Stitch Display*** is set to symbols, then the ***Current Colour*** will be given as symbols.

NOTE When the ***Design Stitch Display*** is set to symbols, backstitch and French knots will not be shown as symbols as this would slow the program down too much.

NOTE If the colours are being dithered, it is not recommended to set the stitch display to colour symbols or symbols in colour blocks as they may be of poor quality.

The design stitch display can also be changed by pressing ***X*** until the required type is shown.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the stitch display and ***Help***.

Changing The Stitch Display

1. Select *Stitch Display* from the *View* menu - the *Stitch Display* dialog is given.
2. Select the type of stitch display for the design and/or palette from the drop down list.
3. Select *OK*.

Or

1. Pressing *X* will toggle between the various stitch displays for the design.

Viewing The Design In Stitched View

1. Select *Stitch Display* from the *View* menu - the *Stitch Display* dialog is given.
2. Set the *Design Stitch Display* to *Crosses* by using the drop down list.
3. Select the required fabric type from the drop down list.
4. Select *OK*.

Fabric Colours

To change the ***Fabric*** or ***Grid*** colours, select ***Fabric Colours*** in the ***View*** menu. ***Colour*** buttons and drop down lists for ***Fabric***, ***Grid 1***, ***Grid 5***, ***Grid 10*** and ***Template*** are given. Colours can be chosen either from the lists or by clicking on the ***Colour*** button, this allows you to define your own colour. *[See Define Colour in the Palette menu for details on altering the colour].*

Show Outline Template checkbox will display the template as a black line (which is the default) otherwise it will fill the outside with the chosen colour.

Select Fabric option allows the fabric colour to be changed to one from the fabric charts. Once the option has been selected a dialog is given showing the charts, use the tabs to select the required chart. Select the required colour from the chart by using the mouse or by typing the number in the edit box at the bottom. To view more of the chart use the slider at the bottom.

NOTE The fabric count will be set to the value given by the fabric chart.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the colours and ***Help***.

Setting The Grid Colours

1. Select *Fabric Colours* from the *View* menu.
2. Select the *Grid* colours from the drop down lists, or by clicking on the colour button to define your own (See *Defining A Colour*).
3. Select *OK*.

Setting The Template Colour

1. Select *Fabric Colours* from the *View* menu.
2. Select the *Template* colour from the drop down lists, or by clicking on the colour button to define your own (See *Defining A Colour*).
3. Select *OK*.

Setting The Fabric Colour

1. Select *Fabric Colours* from the *View* menu.
2. Select the *Fabric* colour from the drop down lists, or by clicking on the colour button to define your own (See *Defining A Colour*).
3. Select *OK*.

Selecting The Fabric Colour From A Fabric Chart

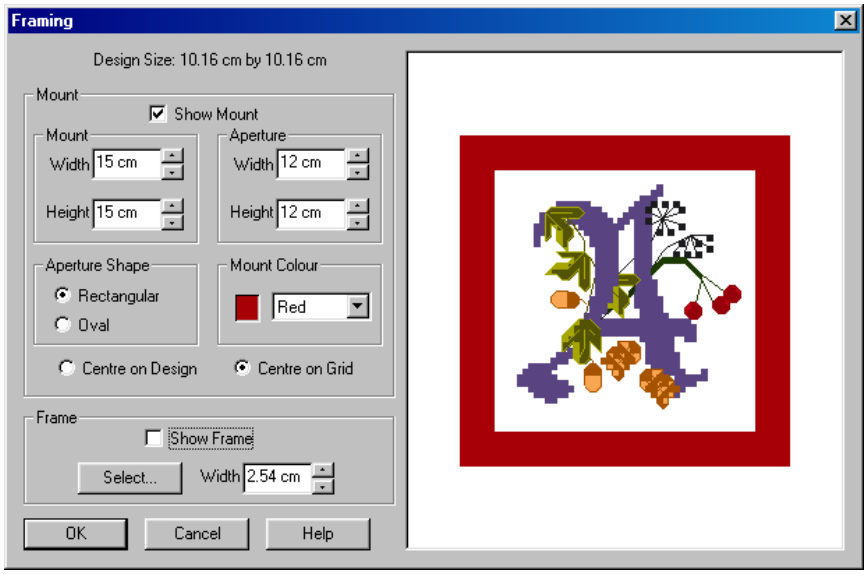
1. Select *Fabric Colours* from the *View* menu - the *Fabric Colours* dialog is given.
2. Select *Select Fabric* - fabric charts are given.
3. Use the tabs to select the required fabric chart.
4. Select the required colour by using the mouse or typing the manufacturers number in the edit box.
5. To view more of a chart, use the slider.
6. Select *OK*.

Framing

The ***Framing*** option in the ***View*** menu allows a frame and mount to be added to the design to see what it would look like. Once the option has been selected, a dialog will be given, select the ***Show Mount*** checkbox and the options will become active. A preview is given showing the how the mount will look and also the design size is given. Set the ***Width*** and ***Height*** of the ***Mount*** and ***Aperture*** using the given spin buttons. Set whether the aperture is ***Rectangular*** or ***Oval*** and whether the mount is centred on the ***Design*** or ***Grid*** by selecting the relevant checkbox. Colours can be chosen either from the list or by clicking on the ***Colour*** button, this allows you to define your own colour.

The ***Show Frame*** checkbox will display the frame. Alter the ***Width*** to the value required. The ***Select*** button will allow a frame to be chosen from the library.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a mount and ***Help***.



Framing Dialog

Adding A Frame and Mount To The Design

1. Select *Framing* from the *View* menu - the *Framing* dialog is given.
2. Select *Show Mount* checkbox.
3. Set the *Width* and *Height* of the *Mount* and *Aperture* using the given spin buttons.
4. Set the aperture to *Rectangular* or *Oval* by selecting the relevant checkbox.
5. Set the mount to centre on the *Design* or *Grid* by selecting the relevant checkbox.
6. Select the required colour from the drop down list or by clicking on the colour button.
7. Select *Show Frame* checkbox.
8. Select the *Select* button to choose a frame from the library.
9. Set the *Width* to the required size for the frame.
10. Select *OK*.

Removing A Frame and Mount From The Design

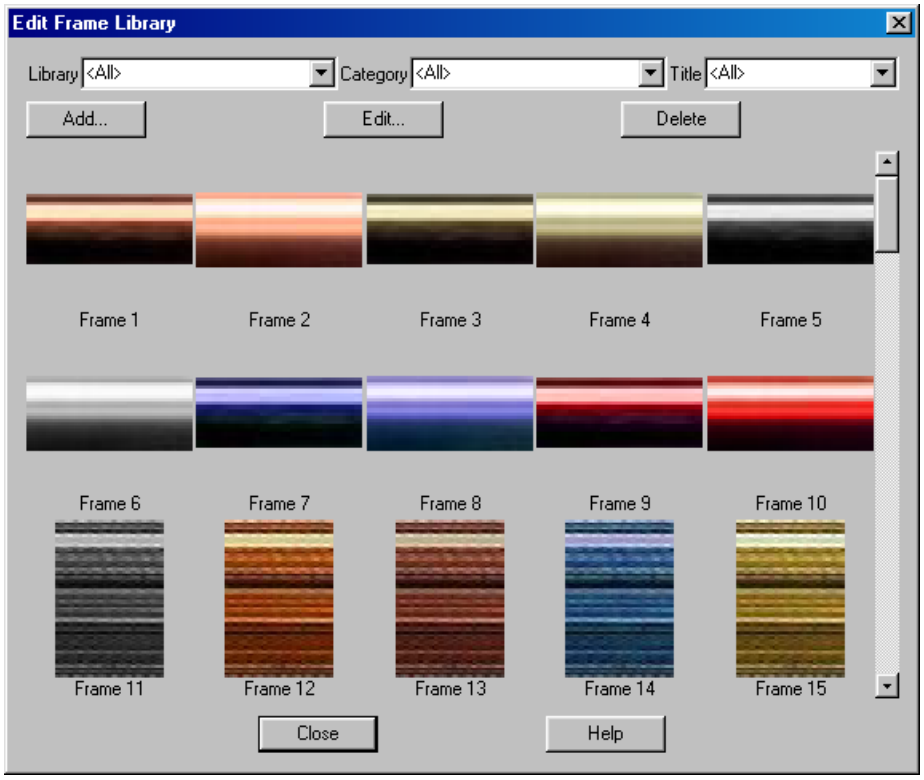
1. Select *Framing* from the *View* menu - the *Framing* dialog is given.
2. De-select *Show Mount* and *Show Frame* checkboxes.
3. Select *OK*.

Edit Frame Library

Edit Frame Library in the ***View*** menu allows the library of frames to be updated. When this option is selected a dialog is given. Select a ***Library***, ***Category*** and ***Title*** to display just those frames or leave them as ***<all>*** to show all of the frames.

Select the ***Add*** button to add a new frame to the library. This will give another dialog which will allow the default width of the frame to be specified followed by a dialog requesting the ***Library***, ***Category*** and ***Title*** for the frame. Select a frame and then ***Edit*** to edit the ***Library***, ***Category*** and ***Title*** for the frame. Select the ***Delete*** button to delete the frame.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Adding a Frame to the Library

1. Select *Edit Frame Library* from the *View* menu - the *Edit Frame Library* dialog is given.
2. Select the *Add* button.
3. Select the required frame bitmap file.
4. Enter the *Width* of the frame.
5. Enter the *Library*, *Category* and *Title* for the frame.
6. Select *OK*.

Editing a Frame in the Library

1. Select *Edit Frame Library* from the *View* menu - the *Edit Frame Library* dialog is given.
2. Select the required frame.
3. Select the *Edit* button.
4. Enter the new *Library*, *Category* and *Title* for the frame.
5. Select *OK*.

Deleting a Frame in the Library

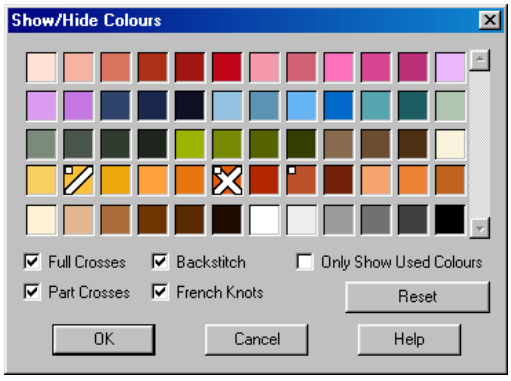
1. Select *Edit Frame Library* from the *View* menu - the *Edit Frame Library* dialog is given.
2. Select the required frame.
3. Select the *Delete* button.
4. Select *OK*.

Show/Hide Colours

Show/Hide Colours in the ***View*** menu allows specified colours and stitch types to be hidden or shown. When this option is selected a dialog is given. To make a colour faint click once on the colour and a single diagonal will be drawn indicating that the colour will be faint. Clicking a second time gives a full cross on the colour indicating that the colour is invisible. Selecting the ***Only Show Used Colours*** will remove any unused colours from the dialog (their faint/invisible status will not be changed). ***Reset*** will set all of the colours back to normal.

The ***Full Crosses*** checkbox will display full stitches - if this is cleared they will all become invisible. The ***Part Crosses***, ***Backstitch*** and ***French Knots*** checkboxes will allow those stitch types to be made normal or invisible as required.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



The ***Current Colour*** and ***All Colours*** can be made ***Faint***, ***Invisible*** or ***Normal*** by pressing the following keys:

Ctrl F	Toggles the ***Current Colour*** between ***Normal***, ***Faint*** and ***Invisible***
Ctrl Shift F	Toggles ***All Colours*** between ***Normal***, ***Faint*** and ***Invisible***

Showing And Hiding Colours

1. Select *Show/Hide Colours* from the *View* menu - the *Show/Hide Colours* dialog is given.
2. Select the required colours to be *Normal*, *Faint* or *Invisible.*
3. Select the required stitch types to be displayed using the checkboxes.
4. Select *OK*.

Or

1. The *Current Colour* can be toggled between *Normal, Faint* and I*nvisible*, by pressing *Ctrl F*.
2. *All Colours* can be toggled between *Normal, Faint* and *Invisible*, by pressing *Ctrl Shift F*.

Grid

The grid can be turned on or off by selecting ***Grid On*** and ***Grid Off*** in the ***Grid*** sub-menu in the ***View*** menu. By pressing the letter ***G***, the display of the grid will toggle on and off. This can make the design clearer when looking at a large area, or to see more clearly what the design will look like when stitched.

Turning The Grid On

1. Select *Grid* from the *View* menu - a sub-menu is given.
2. Select *Grid On* from the *Grid* sub-menu.

Or

1. Pressing *G* will toggle between *Grid On* and *Grid Off*.

Turning The Grid Off

1. Select *Grid* from the *View* menu - a sub-menu is given.
2. Select *Grid Off* from the *Grid* sub-menu.

Or

1. Pressing *G* will toggle between *Grid On* and *Grid Off*.

Annotations

The annotations can be turned on or off by selecting ***Annotations On*** or ***Annotations Off*** from the sub-menu which is given in the ***Annotations*** option in the ***View*** menu.

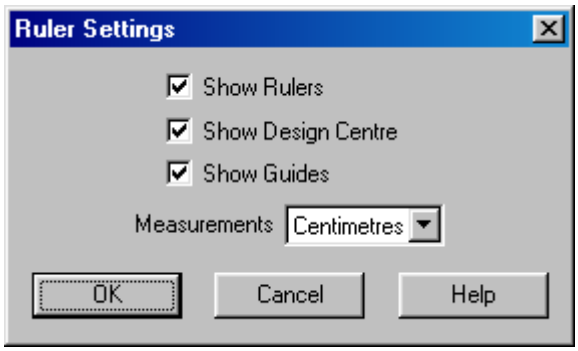
Turning Annotations On or Off

1. Select *Annotations* from the *View* menu - a sub-menu is given.
2. Select either *Annotations On* or *Annotations Off*.

Ruler Settings

When ***Ruler Settings*** in the ***View*** menu is selected, a dialog is given with which changes can be made to how the rulers are displayed. Use the given checkboxes to have the ***Rulers***, ***Design Centre*** marks and/or ***Guides*** shown on screen. The ***Measurements*** of the rulers can be set to ***Stitches***, ***Centimetres*** or ***Inches*** by using the drop down list.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Ruler Settings Dialog

Altering The Display Of The Rulers

1. Select *Ruler Settings* from the *Views* menu - the *Ruler Settings* dialog is given.
2. Select the *Show Rulers* checkbox to cause the rulers to appear.
3. Select the *Show Design Centre* checkbox to cause the centre arrows to appear.
4. Select the *Show Guides* checkbox to cause any set guide lines to appear.
5. Select the *Measurements* drop down list to change the units of measurements displayed on the rulers.

Motif Pad

Motif Pad in the ***View*** menu allows the settings for the ***Motif Pad*** to be altered. Select the given checkboxes to ***Show Motif Pad*** or ***Automatically Add Used Motifs*** and use the given spin button to set the ***Maximum Number of Motifs***. The maximum number of motifs allowed is 100 but the default limit is 15, when the limit is reached the oldest ones will be removed. If Automatically Add Used motifs is selected then motifs selected from the library will automatically be added to the pad.

Showing The Motif Pad

1. Select *Motif Pad* from the *View* menu - the *Motif Pad* dialog is given.
2. Select *Show Motif Toolbar* checkbox.
3. Select *Automatically Add Used Motifs* checkbox.
4. Alter the *Maximum Number of Motifs* by using the spin button.
5. Select *OK*.

Toolbar List

To remove or reinstate a toolbar, select or deselect the required toolbar from the bottom of the ***View*** menu. *[See Toolbar Buttons in the Tools menu for details on selecting which buttons are displayed.]*

Displaying A Toolbar

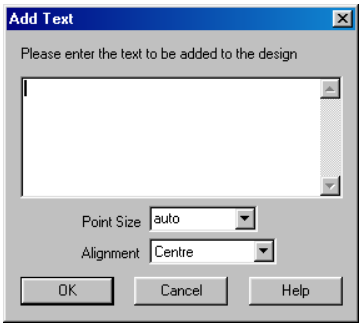
1. Select *General Toolbar* or *Stitches Toolbar* from the *View* menu. This will turn the display of the toolbar on or off.

Annotate Menu

Add Text

After selecting ***Add Text*** in the ***Annotate*** menu, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first corner of the box for the text. Drag to the second corner of the box and release the mouse button, this will set the size of the box. The text will be fitted centrally as large as possible within the box. A dialog is given, type in the required text in the edit box. Select the required ***Point Size*** - if ***Auto*** is selected then its size will be automatically calculated by the program to fit within the box. Select the ***Alignment*** for the text.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding any text and ***Help***.



Add Text Dialog

Adding Text Annotation To A Design

1. Select *Add Text* from the *Annotate* menu - a cross-hair is given.
2. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the text.
3. Drag to the second corner, then release the mouse button - the *Add Text* dialog is given.
4. Type in the required text in the edit box.
5. Select the required *Point Size* and *Alignment*.
6. Select *OK.*

Add Arrow

After selecting ***Add Arrow*** in the ***Annotate*** menu, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first end of the arrow. Drag to the other end of the arrow and release the mouse button, this will set the size and direction of the arrow. Then a dialog is given, set at which ends arrowheads are required by using the given checkboxes.

To change the colour of the arrows, go to ***Print Settings*** in the ***File*** menu, select ***Printout Colour*** and then set the ***Font Colour*** to the required colour.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding any arrows and ***Help***.

Adding Arrow/Line Annotation To A Design

1. Select *Add Arrow* from the *Annotate* menu - a cross-hair is given.
2. Press and hold down the *LEFT* mouse button to enter the first end of the arrow/line.
3. Drag to the second end, then release the mouse button - the *Add Arrow* dialog is given.
4. Select the required checkboxes to have the arrowheads displayed.
5. Select *OK.*

Add Area

The ***Add Area*** option will allow an area of the grid lines to be deleted and the colour of the area can be altered. Select ***Add Area*** in the ***Annotate*** menu, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first corner of the box. Drag to the second corner of the box and release the mouse button, this will set the size of the box. When the mouse button is released a dialog will be given. The colour of the area can be selected by clicking on the ***Background Colour*** button, which will allow you to define the colour. *[See Define Colour in the Palette menu for details on altering the colour].*

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding an area and ***Help***.

Blanking Out An Area Of The Grid

1. Select *Add Area* from the *Annotate* menu - a cross-hair is given.
2. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the area.
3. Drag to the second corner, then release the mouse button - the *Add Area* dialog is given.
4. Click on the *Background Colour* button - the *Windows Color* dialog is given.
5. Select the required colour.
6. Select *OK.*

Add Quick Key

By using ***Add Quick Key*** in the ***Annotate*** menu, a shortened version of the key can be placed on the grid. Once the option has been selected, then a dialog will be given, select ***Cross Stitch Key***, ***Backstitch Key*** and/or ***French Knot Key*** to have the relevant information appear on the grid.

The symbol setting will be the same as the ***Printout Stitch Display*** in the ***Print Settings*** in the ***File*** menu.

If the ***Auto Fit Text*** checkbox is selected then the key will automatically fit to the width of the box, otherwise the key will be at the point size chosen.

The font used within the key can be altered by selecting the ***Printout Font*** button, the required font can be selected from the given list. Select ***OK*** to return to the ***Add Quick Key*** dialog.

If the ***Printout Font*** is changed then this will affect the font for ALL text on the printout and design.

A blank border around the quick key can be added by setting the ***Blank Border Around Key*** spin button to the required value.

Select the ***Background Colour*** of the quick key by clicking on the ***Colour*** button, which will allow you to define the colour. *[See Define Colour in the Palette menu for details on altering the colour].*

To ***Replace Existing Key*** select the given checkbox, a prompt will ask if you wish to replace the existing key. This option will remain greyed until there is a quick key in the design.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a quick key and ***Help***.

When ***OK*** is selected, a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area for the quick key, then drag to the second corner and release, the key will be drawn.

Adding A Key To The Design Area

1. Select *Add Quick Key* from the *Annotate* menu - the *Add Quick Key* dialog is given.
2. Select *Cross Stitch Key*, *Backstitch Key* or *French Knot Key* (any combination is allowed).
3. *Printout Font* button will allow the font used to be changed - select this if required and change the font.
4. *Auto Fit Text* will size the text to fit the area selected.
5. Select *OK* - a cross-hair is given.
6. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the area.
7. Drag to the second corner, then release the mouse button - the key is given.

Remove Quick Key

By using ***Remove Quick Key*** in the ***Annotate*** menu, the quick key in a design can be removed. Once the option has been selected, a dialog will be given asking ***YES*** to delete the key or ***NO*** to leave the option without deleting the key.

Removing The Key From The Design Area (Quick Key)

1. Select *Remove Quick Key* from the *Annotate* menu - the *Remove Quick Key* dialog is given.
2. Select YES to remove the key.

Edit Annotations

After selecting ***Edit Annotations*** in the ***Annotate*** menu, a cross-hair is given. As the cursor moves over the different annotations they will become highlighted. When the required annotation is highlighted, press the ***LEFT*** mouse button to edit it.

Each symbol and line of text in the quick key is a separate annotation which can be edited. If a text annotation or quick key text is being edited, the text can be changed and/or its position can be redefined. To redefine the position select the ***Redefine*** button, this will give a cross-hair to select the new position of the box in which the text is positioned centrally.

If an arrow annotation is being edited, the arrow heads can be changed and its position can be redefined. To redefine the position select the ***Redefine*** button, this will give a cross-hair to select the new position of the line.

To delete the annotations, after the required annotation is highlighted press the ***Delete*** button on the keyboard. A dialog is given asking if you wish to continue, select ***Yes*** to delete the annotation.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without editing any annotations and ***Help***.

Editing A Text Annotation In A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. Move the cursor over the required annotation and press the *LEFT* mouse button - the *Edit Text* dialog is given.
3. Type in the required text changes in the edit box.
4. Select *Redefine* button to change the position - a cross-hair is given.
5. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the text.
6. Drag to the second corner, then release the mouse button.

Editing An Arrow/Line Annotation In A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. Move the cursor over the required annotation and press the *LEFT* mouse button - the *Edit Arrow* dialog is given.
3. Select the required checkboxes to have the arrow heads displayed.
4. Select *Redefine* button to change the position - a cross-hair is given.
5. Press and hold down the *LEFT* mouse button to enter the first end of the box for the arrow/line.
6. Drag to the second corner, then release the mouse button.

Deleting Annotations From A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. When the required annotation is highlighted, press the *Delete* button on the keyboard - the *Delete Annotation* dialog is given.
3. Select *Yes* to delete the annotation.

Tools Menu

Crop

Crop allows the grid to be reduced by removing unwanted areas from around the actual design. When the option is selected by using ***Crop*** in the ***Tools*** menu, a cross-hair cursor will appear. Move the cursor to the first corner of the area to be kept and press and hold the ***LEFT*** mouse button. A box will appear which can be sized to cover the area to be kept, then release the ***LEFT*** mouse button.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area required and pressing ***O***.

To leave the option at any point without making any changes, press the ***RIGHT*** mouse button.

Decreasing The Size Of The Design

1. Select *Crop* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cross-hair to the first corner of the area to be kept.
3. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
4. Release the button when the box is the correct size.

Or

1. Move the cross-hair to the first corner of the area to be kept.
2. Press *O* - a box is given.
3. Set the size of the box by moving the mouse.
4. Press the *LEFT* mouse button.

Extend

Extend allows the size of the grid to be increased to give additional space for the design. To use this option, select ***Extend*** in the ***Tools*** menu or press the letter ***E***. The number of stitches to increase the grid size in the given directions should then be set.

If a negative value is entered the design size will be reduced.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without extending the design and ***Help***.

Increasing The Size Of The Design

1. Select *Extend* from the *Tools* menu.
2. Set the number of stitches to increase the grid size in the given direction.
3. Select *OK*.

Or

1. Press *E*.
2. Set the number of stitches to increase the grid size in the given direction.
3. Select *OK*.

Insert/Delete Rows/Columns

Insert/Delete Rows/Columns option will allow extra space to be added or removed from within a design. Once the option has been selected a cross-hair will be given, move the cursor to where the columns/rows are to be inserted/deleted and press the ***LEFT*** mouse button. A dialog is given, on which select how many rows or columns are to be ***Inserted*** or ***Deleted***, by using the given radio buttons and spin buttons.

Inserted rows will appear above the selected square and columns will appear to the left of the selected square. Deleted rows will start from the selected square and work down, and columns will start from the selected square and work to the right.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option and ***Help***.

Adding/Deleting Rows From The Design

1. Select *Insert/Delete Rows/Columns* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cursor to where rows are to be added/deleted and press the *LEFT* mouse button - the *Insert/Delete Rows/Columns* dialog is given.
3. Select *Insert* or *Delete* as appropriate.
4. Set the number of rows by using the spin button.
5. Select *OK*.

Adding/Deleting Columns From The Design

1. Select *Insert/Delete Rows/Columns* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cursor to where columns are to be added/deleted and press the *LEFT* mouse button - the *Insert/Delete Rows/Columns* dialog is given.
3. Select *Insert* or *Delete* as appropriate.
4. Set the number of columns by using the spin button.
5. Select *OK*.

Scale

The ***Scale*** option allows the design to be scaled to a different size. When the option is selected from the ***Tools*** menu, the original design size is given. The scale factors can be set by using the spin buttons i.e. 1.5 means enlarge by 50%, then the new ***Height*** and ***Width*** values will be given, or the required ***Height*** and ***Width*** values can be set by using the spin buttons. Select ***Keep the same aspect ratio*** to ensure that the proportions of the design are preserved - this option ensures that the ***Width*** and ***Height*** scales are kept the same. By selecting the ***Use Quarter Stitches*** checkbox, the program will include quarter stitches when scaling.

As cross stitch is based on the centre of the squares and backstitch is based on the edges of the squares, alignment problems can occur when scaling causing the backstitch to become detached from the cross stitch it was originally next to. If integer scales are chosen 1, 2, 3, 4 etc. this does not occur.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without scaling the design and ***Help***.

Scaling A Design Up Or Down

1. Select *Scale* from the *Tools* menu.
2. Select *Keep the same aspect ratio* to ensure that the proportions of the design are preserved.
3. Set the *Scale Factor* by using the spin buttons or the new *Height* and *Width*.
4. Select *Use Quarter Stitches* checkbox, if required.
5. Select *OK*.

Rotate/Reflect Design

Rotate/Reflect Design allows the whole design to be rotated by multiples of 90º and/or reflected horizontally. When the option is selected by using ***Rotate/Reflect Design*** in the ***Tools*** menu, a dialog is given. Select the required radio button to have the design rotated by ***90***, ***180*** or ***270*** degrees, to reflect a design select the given checkbox.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without rotating or reflecting a design and ***Help***.

Rotating A Design

1. Select *Rotate/Reflect Design* from the *Tools* menu - the *Rotate/Reflect Design* dialog is given.
2. Select the *90º*, *180º* or *270º* radio button.
3. Select *OK*.

Reflecting A Design

1. Select *Rotate/Reflect Design* from the *Tools* menu - the *Rotate/Reflect Design* dialog is given.
2. Select the *Reflect* checkbox.
3. Select *OK*.

Centre Design

Centre Design in the ***Tools*** menu will centre the design within the grid area.

Centring The Design Within The Grid Area

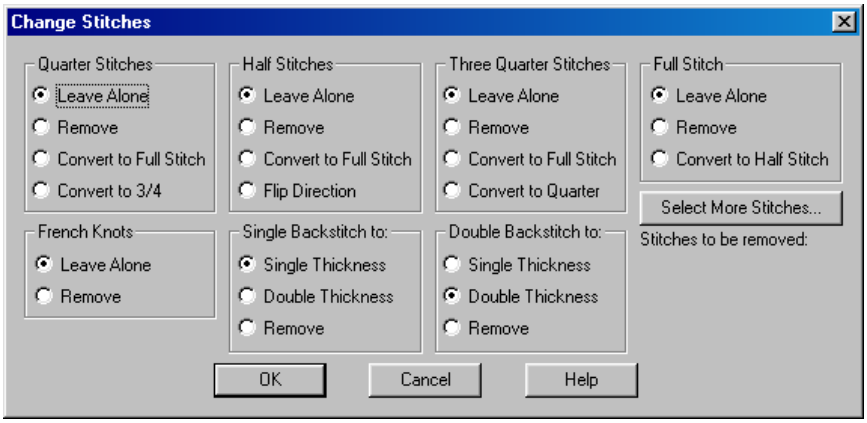
1. Select *Centre Design* from the *Tools* menu.
2. Answer *Yes* when asked for confirmation.

Change Stitches

Change Stitches in the ***Tools*** menu allows different stitch types to be converted or deleted. When this option is selected, a dialog is given. Use the given radio buttons to select which stitches are to be changed and in what way. All stitch types have the options to ***Leave Alone*** (the default setting) and to ***Remove***. Depending on the stitch type other options may exist which will convert them to another form.

The ***Select More Stitches*** button gives access to specialist stitches (if they exist) within the design, such as petit point, needlepoint and hardanger stitches. If any of these stitches have been selected they will be listed below the button.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Change Stitches Dialog

Changing Stitch Types

1. Select *Change Stitches* from the *Tools* menu - the *Change Stitches* dialog is given.
2. Select the level at which the filter works by using the radio buttons.
3. Set the stitch types for which the filter will be done.
4. Select *OK*.

Reduce Backstitch Memory

Reduce Backstitch Memory in the ***Tools*** menu will remove unnecessary backstitch. This can simplify a design, making it smaller in memory usage and also faster in processing options. When the option has been selected a dialog is given, select the given checkboxes to ***Remove Duplicate Backstitch*** and/or ***Merge Consecutive Backstitch***. ***Remove Duplicate Backstitch*** will cause backstitch lying under other backstitch to be removed. ***Merge Consecutive Backstitch*** will join backstitch in a line together as one line.

This option may take some time for complex backstitch designs.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without processing the backstitch and ***Help***.

Reducing The Backstitch Memory Used

1. Select *Reduce Backstitch Memory* from the *Tools* menu - the *Reduce Backstitch Memory* dialog is given.
2. Select *Remove Duplicate Backstitch* and/or *Merge Consecutive Backstitch* checkboxes.
3. Select *Process* button.

Stitch Type

The ***Stitch Type*** option allows cross stitch to be given a different name, i.e. petit point, or to represent cross as tent stitch. Once the option is selected from the ***Tools*** menu, set the ***Stitch Type*** to ***Cross Stitch***, ***Tent Stitch /*** or ***Tent Stitch*** \ by using the drop down list. Change the ***Stitch Description*** by typing in the edit box as required, this is what will appear in the key.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Changing The Stitch Description

1. Select *Stitch Type* from the *Tools* menu - the *Stitch Type* dialog is given.
2. Set the stitch type to *Cross Stitch*, *Tent Stitch /* or *Tent Stitch* \ (the / and \ represent the direction of the tent stitch).
3. Enter the required *Stitch Description* in the edit box.
4. Select *OK*.

Show

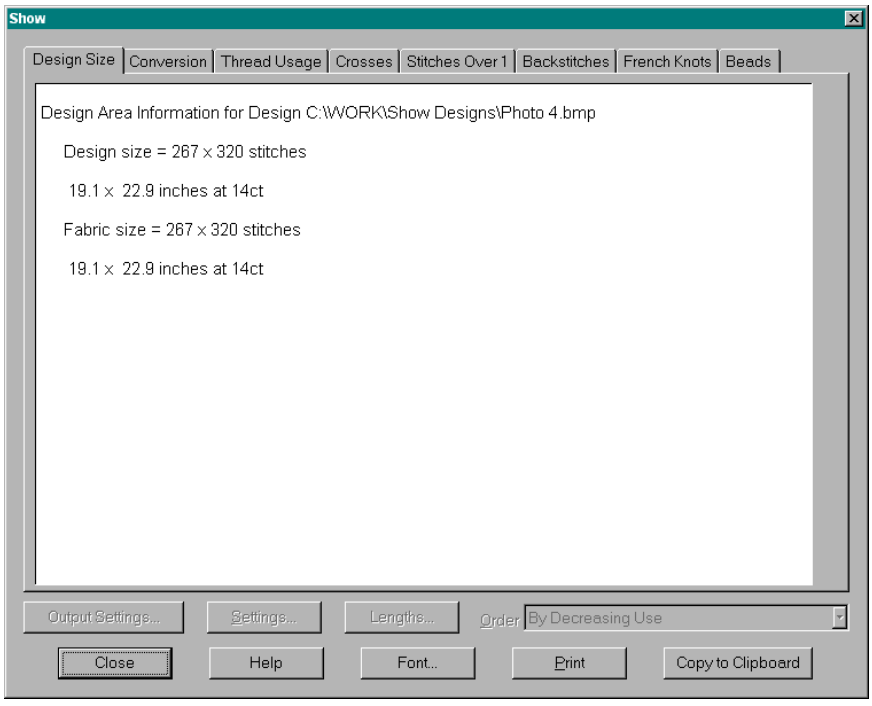
The ***Show*** option will give details of the amount of each colour used in the design. Information is given on the ***Design Size***, ***Conversion Settings***, ***Thread Usage***, ***Crosses***, ***Stitches Over 1***, ***Backstitches*** and ***French Knots***. This option is selected by ***Show*** in the ***Tools*** menu or by pressing the letter ***I***.

The first tab gives the design and fabric size of the design for various fabric counts. If the template was used for the design it will be given. If different values are required then these can be specified in ***Set Fabric Count*** in the ***Tools*** menu. Use the tabs to get the required information.

Conversion Settings gives details of the settings used to convert an image into a design, it gives information on the original image and the conversion.

NOTE

Conversion Settings will only appear for designs that have been converted from images.



Show Dialog

The ***Thread Usage*** page gives the approximate thread usage for each colour used in the design. This thread usage is calculated by using the ***Settings*** values, these can be altered by pressing the ***Settings*** button. The ***Number of Strands for Cross Stitch, Cross Stitch Over 1, Single*** and ***Double Backstitch***, ***Percent Wastage***, ***Length per French Knot***, ***Units of Measurements***, ***Start/Stop Length***, ***Maximum Gap to Stitch Across***, ***Backstitch Multiplier*** and ***Cross Stitch Multiplier*** can be altered by using the given spin buttons. The ***Show Blended Threads Separately*** option will list the colours used in the blend individually, adding to other totals if the thread is used elsewhere. Otherwise the thread usage of the blend colour will be listed as one item. When the ***Units of Measurements*** is set to ***Lengths*** and a value is entered into ***A Length Is*** the thread usage will be given in terms of a specific length. This is useful if a kit is supplied with threads of a specific length.

When the ***Thread Usage*** tab is selected, ***Lengths*** button will appear next to ***Settings***, when selected a dialog will be given. To change a length of thread required to stitch the design, select the required ***Chart*** and ***Number*** of the thread by using the given drop down list. Then change the ***Length*** by using the spin button, select the ***Add*** button to add it to the ***Manually Specified Thread Length*** list. Repeat adding thread lengths for additional threads as required. To remove a ***Manually Specified Thread Length***, select the required thread from the list box then the ***Remove*** button, confirmation will be requested. To change the ***Manually Specified Thread Length***, select the required thread from the list box. Then change the length of thread to the new value by using the spin button, and then select the ***Update*** button.

The ***Add*** button will change to ***Update*** when the thread already exists in the list.

The ***Block***, ***Stitches Over 1*** and ***Backstitch*** pages give the total number of squares and the ***French Knot*** page gives the total number of knots of each colour used in the design.

Output Settings allows the output from the ***Show*** option to be altered so that items can be removed or added. When the option is selected then a dialog is given, select the ***Design Title***, ***Settings***, ***Number of Strands*** and ***Length of Skein*** checkbox as required. Extra text can be typed in ***Text to Appear Below Design Title***, ***Text to Appear Below Settings*** or ***Text to Appear Below Thread Lengths*** edit boxes. Select the required fabric counts checkboxes to have the thread lengths for that fabric count.

If the ***Number of Strands*** and ***Length of Skein*** varies between threads then they will be shown at the end of each colour's text rather than at the top of the page.

Font will allow the font used in the ***Show*** option to be changed, this font change is independent of others. To leave ***Show***, select the ***Close*** button on any page and to print the information on a specific page, press the ***Print*** button. The information can also be ***Copy to Clipboard*** by selecting the relevant button. The ***Order*** of which the information appears can be sorted by selecting the required order from the drop down list.

Viewing The Design Statistics

1. Select *Show* from the *Tools* menu.
2. Use the tabs to select other pages.
3. Select *Print* to print a specific page.
4. Select *Copy to Clipboard* to copy a specific page to the Windows Clipboard.
5. Select *OK* to leave the option.

Or

1. Press *I*.
2. Use the tabs to select other pages.
3. Select *Print* to print a specific page.
4. Select *Copy to Clipboard* to copy a specific page to the Windows Clipboard.
5. Select *OK* to leave the option.

Setting The Values Used In The Calculation Of Thread Usage

1. Select *Show* from the *Tools* menu.
2. Select *Thread Usage* by using the tab.
3. Select *Settings*.
4. Set the values for *Number of Strands for Cross Stitch*, *Cross Stitch Over 1*, *Single* and *Double Backstitch*, *Percentage Wastage*, *Length per French Knot Length*, *Start/Stop Length*, *Maximum Gap to Stitch Across* and *Backstitch* & *Cross Stitch Multiplier*.
5. Select *OK*.

Showing Blended Threads Separately In The Show Option

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select the *Thread Usage* tab.
3. Select *Settings* - the *Settings* dialog is given.
4. Select the *Show Blended Threads Separately* checkbox.
5. Select *OK*.
6. Select *Close*.

Showing Thread Usage In Lengths Of A Specific Size

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select the *Thread Usage* tab.
3. Select *Settings* - the *Settings* dialog is given.
4. Set the *Units of Measurements* to *Lengths*.
5. Alter the value of *A Length is:* to the required length.
6. Select the *Show Blended Threads Separately* checkbox.
7. Select *OK*.
8. Select *Close*.

Changing A Length Of Thread Required To Stitch The Design

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select the *Thread Usage* tab.
3. Select *Lengths* - the *Lengths* dialog is given.
4. Select the required *Chart* by using the given drop down list.
5. Select the required thread *Number* by using the given drop down list.
6. Edit *Length* to the required length by using the spin button.
7. Select *Add* button.
8. Repeat steps 4-7 for any additional threads as required.
9. Select *OK*.
10. Select *Close*.

Removing A Manually Specified Thread Length

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select the *Thread Usage* tab.
3. Select *Lengths* - the *Lengths* dialog is given.
4. Select the required thread from the *Manually Specified Thread Lengths* list box.
5. Select *Remove* and *Yes* when asked to confirm.
6. Repeat steps 4-5 for any additional threads to be removed as required.
7. Select *OK*.
8. Select *Close*.

Adjusting The Manual Specified Thread Length

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select the *Thread Usage* tab.
3. Select *Lengths* - the *Lengths* dialog is given.
4. Select the required thread from the *Manually Specified Thread Lengths* list box.
5. Change the length of thread to the new value by using the spin button.
6. Select *Update*.
7. Repeat steps 4-6 for any additional threads to be removed.
8. Select *OK*.
9. Select *Close*.

Altering The Font Used In The Show Option

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select *Font* button - the standard Windows *Font* dialog is given.
3. Select the required font.
4. Select *OK*.
5. Select *Close*.

Altering Layout Of The Thread Usage Output

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select *Output Settings* button - the *Output Settings* dialog is given.
3. Select *Design Title* checkbox as required.
4. Enter *Text to appear below design title* as required.
5. Select *Settings* checkbox as required.
6. Select *Number of Strands* checkbox as required.
7. Select *Length of Skein* checkbox as required.
8. Enter *Text to appear below settings* as required.
9. Select the required fabric counts to be shown.
10. Enter *Text to appear below thread lengths* as required.
11. Select *OK*.
12. Select *Close*.

Set Fabric Count

This option allows the fabric count values used by ***Show*** and ***Print*** to be set. When ***Set Fabric Count*** in the ***Tools*** menu is selected a dialog is given. Select either the imperial or metric method of displaying fabric count, if this is not selected then the program will assume the count is in terms of per inch. The maximum number of fabric counts allowed is six and can be entered by using the spin buttons. Each design has its own set of fabric counts which are saved with the design.

Fractional fabric counts are allowed in this option.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Setting The Fabric Count

1. Select *Fabric Count* from the *Tools* menu.
2. Select either the imperial or metric method of displaying the count by using the radio buttons.
3. Select the required fabric counts by using the spin buttons.
4. Select *OK*.

Create Threads Table

Once the database has been created *[see Browse Active* Designs

Browse Active Designs in the ***Database*** sub-menu in the ***File*** menu will browse all designs currently labelled as Active in the database. *See Save As in the File menu for more details on setting the Active label.*

Selecting an Active Design in the Database

1. Select *Browse Active Designs* from the *Database* sub-menu from the *File* menu - the Browse dialog is given.
2. Select the design.
3. Press *OK.*

Create Database *in the File menu for further information on creating a database]* it is possible to keep track of your threads. Then select ***Create Threads Table*** from the ***Tools*** menu, a dialog is given. Select the required thread charts to ***Add To Thread Table***, then click the arrow button showing the required direction. To move all the list at one time, use the double arrow buttons.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Adding Which Threads To Keep Track Of

1. Select *Create Threads Table* from the *Tools* menu - the *Create Threads Table* dialog is given.
2. Select the chart to be moved and click on the arrow button in the required direction.
3. To move all the charts at once, use the double arrow button.
4. Select *OK*.

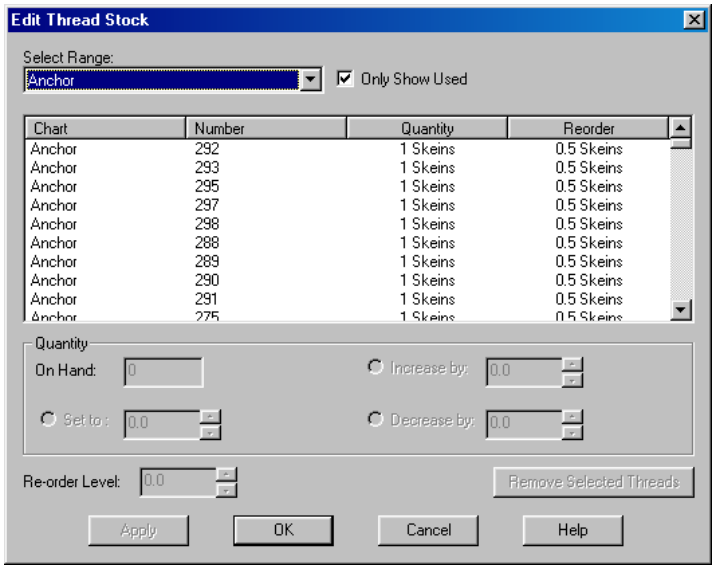
Edit Thread Stock

The ***Edit Thread Stock*** option allows changes to be made to the information held on the database regarding threads. Select the ***Select Range*** from the drop down list and ***Only Show Used*** to just show threads which have a quantity in the stock. Select the required thread(s) from the list - note that available options vary according to whether one or multiple threads have been selected.

Alter the ***Quantity*** settings as required. The ***on Hand*** gives the amount currently on the database, this can changed by using ***Increase by***, ***Decrease by*** or ***Set to*** radio buttons and setting the relevant value. Set the ***Reorder Level*** to the amount when you want to be warned when it's time to get more thread. Select ***Apply*** to save the new values to the database.

Remove Selected Threads will remove the currently selected threads from the database.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Changing The Information Of The Thread Held On The Database

1. Select *Edit Thread Stock* from the *Tools* menu - the *Edit Thread Stock* dialog is given.
2. Select the required threads from the list.
3. Set either *Increase by*, *Decrease by* or *Set to* by selecting the required radio button.
4. Set the new value for the relevant option by using the given spin button.
5. Set the *Reorder Level* to the required value by using the given spin button.
6. Select *Apply* to save the new values to the database.
7. Select *OK*.

Book Out Threads

Book Out Threads option allows thread quantities to be removed from the database as the designs are produced. Once the option has been selected, a dialog is given on which to select the required design by using either ***Browse*** or ***Search Database***. The chosen design filename is given, then set the ***Quantity*** of the design to be removed by using the given spin button, then select ***Add*** to add the design to the book out list box. If there is a design that requires removing from the list before booking out, select the design filename from the list and select ***Remove***.

The program will then check whether enough thread is on the database. If either there is not enough or the thread goes below the minimum stock level then a warning will be given. To obtain more information select the ***Low*** tab in ***Thread Quantities Report*** from the ***Tools*** menu.

Other options that are given are ***Book Out***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Booking Out Threads From The Thread Stock

1. Select *Book Out Threads* from the *Tools* menu - the *Book Out Threads* dialog will be given.
2. Select the *Browse* or *Search Database* buttons to select a design to be produced.
3. Alter the *Quantity* to the number of copies of this design to be produced.
4. Select the *Add* button to add it to the list of designs.
5. Repeat steps 2-4 to add more designs to the list.
6. Select a design in the list and press the *Remove* button to remove the design from the list.
7. Select *Book Out*.

Thread Quantities Report

Thread Quantities Report in the ***Tools*** menu will give a report of the amount of thread held on the database. When the option is selected a dialog is given, select either ***Low*** or ***Full*** tabs to have the information on low thread quantities or full thread quantities. This will give a report of the ***Thread Range*** & ***Number***, ***Reorder Level*** and ***Quantity*** available, these values can be set by using ***Edit Thread Stock*** in the ***Tools*** menu.

Other options that are given are ***Close***, to leave the option, ***Print***, to print the report and ***Help***.

Viewing A Thread Quantities Report

1. Select *Thread Quantities Report* from the *Tools* menu - the *Thread Quantities Report* dialog is given.
2. Select *Low* or *Full* tabs as required - a report is given.
3. Select *Close*.

Printing A Thread Quantities Report

1. Select *Thread Quantities Report* from the *Tools* menu - the *Thread Quantities Report* dialog is given.
2. Select *Low* or *Full* tabs as required - a report is given.
3. Select *Print*.
4. Select *Close*.

Options

The Easy Cross program can be configured to give your personal choice for some of the option settings in the design. When ***Options*** in the ***Tools*** menu is selected, a list of options will be given. These options can be selected by using the given buttons.

The ***Units of Measurements*** used within the program can be altered by using the drop down list. The ***Stitch Size*** affects the units for fabric counts (per inch or per 10cm).

Show Area to Place will display the area being placed in the ***Insert Design***, ***Copy***, ***Move***, ***Paste***, ***Draw Motif*** and ***Text*** options. Use the checkbox to turn the option on and off, this option can also be used without selecting the menu option by pressing the ***Space Bar*** when placing an area.

The number of squares between the darker grid lines can be set by using the ***Grid Square Spacing*** spin button, the default value is 5.

Use the given spin button to alter the ***Backstitch Thickness on Screen***, the default value for this is 8.

The ***French Knot Size*** can be altered by using the given spin button to change the size. By changing the percentage to 200% it will double the normal size, or by changing the percentage to 50% it will be half the normal size.

Backstitch Selection Mode option will affect how the backstitch is selected, choose ***End Points***, ***Verify Edits*** or ***Middle of Line*** from the given drop down list. ***Middle of Line*** will select backstitch lines according to any point along the line instead of the end points. ***Verify Edits*** checks which backstitch line is to be edited, a flashing line will appear showing which backstitch line will be edited.

The ***Backstitch Symbol Repeat Length*** will alter the length of the backstitch line styles repeat. By making the repeat smaller it is possible to stop backstitch styles looking similar

The ***Maximum Backstitch Length*** will change the length of backstitch when shown in the stitched view; the default is 1 and will show horizontal and vertical stitch one square long with diagonal stitches going to each hole along it's line.

Undo will be turned on every time Easy Cross is run if the ***Undo On*** button is selected.

Undo Memory sets the maximum amount of memory in KB which the ***Undo*** option can use. When working on large designs this will prevent the program from using too much memory. The normal setting is 4096KB, for machines with low memory this value should be reduced to approximately half your memory. The program will only use the memory as it is required.

If your computer has low memory, then the speed of the options may be reduced if the Undo option is on. So by turning the Undo off, the time taken can be reduced.

When ***Remind to Save Design Every*** is selected then the program will popup a reminder to save the given design. Use the given spin button to set the length of time between each reminder.

When ***Auto Backup*** is selected, the program will generate backup files of modified designs roughly every five minutes, the default setting is on. If a crash occurs, then the next time Easy Cross is used it will ask if the backup files should be loaded. Select ***Yes*** to do so, if ***No*** is selected the files are lost and cannot be retrieved.

If there are a lot of designs in memory the program will save them in stages to prevent the program slowing down.

The ***Working Folder*** gives the default folder for design files when the program is first run.

The convert wizard gives a step by step approach to converting images into cross stitch, the wizard appears as a series of questions. Select ***Use Convert Wizard*** checkbox to have the wizard, otherwise it will be replaced with the single ***Convert Image*** dialog

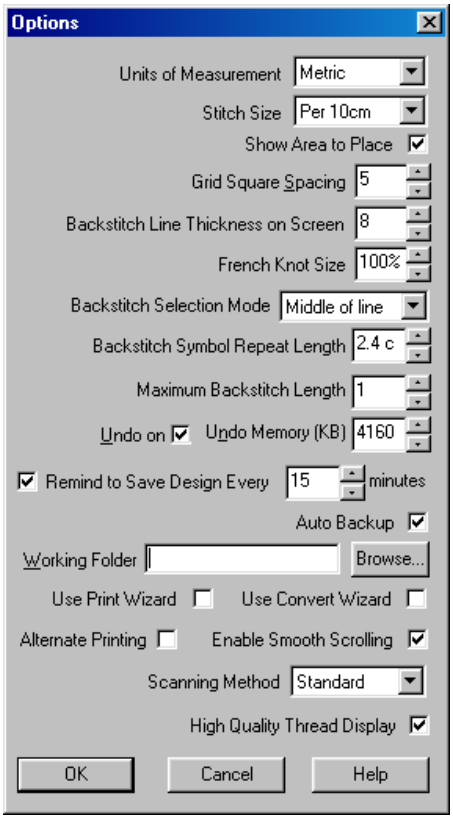
The print wizard gives a step by step approach to printing a design, the wizard appears as a series of questions. Select ***Use Print Wizard*** checkbox to have the wizard, otherwise it will be replaced with the single ***Print Settings*** dialog

The ***Alternate Printing*** uses a different method of sending information to the printer which can help if the printer driver runs out of memory - although it can take more memory within the program - this should only be used if problems occur during printing. The program scrolls in a smoother fashion (less screen redrawing) when using the scroll bars. Due to the way this is implemented, to make it work at a reasonable speed, there may be the occasional graphics card/driver which does not handle this properly, so the features can be disabled by removing the tick from the ***Enable Smooth Scrolling*** checkbox.

The ***Scanning Method*** should only be changed if you are experiencing failures when scanning, select ***Method 1*** or ***Method 2*** from the drop down list.

The ***High Quality Thread Display*** will change the quality of the threads drawn with the fabric simulation. The high quality setting is normally used but can take more time to process, particularly with printing. If this is a problem try turning this option off.

Other options are ***OK***, to save the values given to file, this will have the result of giving these values whenever the Easy Cross program is run. If the ***Cancel*** option is selected then no changes will be made and the original values will still be used and ***Help***.



Options Dialog

Changing The Program Settings

1. Select *Options* from the *Tools* menu - the Options dialog is given.
2. Set the *Units of Measurements* by using the drop down list.
3. To have the *Show Area to Place* on, then select the given checkbox.
4. To change the *Grid Square Spacing*, use the spin button.
5. To change the *Backstitch Thickness on Screen*, use the spin button.
6. To change the *French Knot Size*, use the spin button.
7. Set the *Backstitch Selection Mode* by using the drop down list.
8. To change the *Backstitch Symbol Repeat Length*, use the spin button.
9. To change the *Maximum Backstitch Length*, use the spin button.
10. To have the *Undo* option working, then select the given checkbox.
11. To set the *Undo Memory* use the spin button.
12. To have the *Remind to Save Design* on, then select the given checkbox and set the time.
13. To have the *Auto Backup* on, then select the given checkbox.

14. To change the *Working Folder*, select the Working *Folder* edit box and type the required folder.
15. Select *Use Convert Wizard* if required.
16. Select *Use Print Wizard* if required.
17. To have the Smooth Scrolling on, then select the given checkbox.
18. To change the Scanning Method, use the given drop down list.
19. Select *OK*.

Toolbar Buttons

Once ***Toolbar Buttons*** in the ***Tools*** menu is selected, a dialog is given. Select the required toolbar by selecting the given tab, then select or deselect the required options by using the given checkboxes.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without saving the changes and ***Help***.

Changing Which Options Appear On The Toolbars

1. Select *Toolbar Buttons* from the *Tools* menu - the *Toolbar Buttons* dialog is given.
2. Select the tab for the toolbar you wish to alter.
3. Select or de-select the checkboxes for the buttons you wish altering.
4. Select *OK*.

To Do List

Easy Cross will allow a ***To Do List*** to be created that can be used as a reminder of things that still need to be done, these can be independent of designs. Select ***To Do List*** in the ***Tools*** menu, a dialog will be given.

To create a reminder select ***New***, a dialog is given on which the required radio button should be selected to ***No Related Design***, ***Use Design*** or ***Use Current Design***. For ***Use Design*** the required design can be typed in the edit box or use the ***Browse*** button to find it. If the ***Current Design*** has not been saved then this option will be greyed and cannot be used. Type in the required ***Reminder*** in the given edit box. Select the ***Completed*** checkbox when the reminder has been carried out. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making changes and ***Help***.

To ***Edit*** any of the reminders then select the required reminder and select the ***Edit*** button, this will give the dialog where changes can be made to the reminder.

To ***Delete*** any of the reminders select the required reminder and select the ***Delete*** button, this will give a dialog asking for confirmation, select ***Yes*** to delete the reminder.

To ***Delete All*** of the reminders select the ***Delete All*** button, this will give a dialog asking for confirmation, select ***Yes*** to delete all of the reminders.

To ***Open Design*** that relates to the current reminder, select the ***Open Design*** button and the design will be given on screen.

Other options that are given are ***Close***, to leave the option, ***Print***, to print the list and ***Help***.

Adding A Reminder To The To Do List

1. Select *To Do List* from the *Tools* menu - the *To Do List* dialog is given.
2. Select *New* - The *Edit To Do Entry* dialog is given.
3. Select *No Related Design*, *Use Design* or *Use Current Design* as required.
4. Type in the reminder into the *Reminder* edit box.
5. Select *OK*.

Change Design Type

The ***Change Design Type*** option allows the type of the design to be changed. This is useful if you wish to mix different styles, for example cross stitch and blackwork, when the cross stitch design is changed to blackwork then the blackwork options will be given.

NOTE The program will only list types of design for which modules have been purchased, so, for example, without the Hardanger module the Hardanger radio button will not appear.

NOTE This option will only appear if other designs types are available within the software, for example if the *Stitching Module Pack* has been installed.

Changing The Type Of A Design

1. Select *Change Design Type* from the *Tools* menu - the *Change Design Type* dialog is given.
2. Select the required design type radio button.
3. Select *OK*.

Set Work Area

Set Work Area will select an area to work on and data outside of this area will not be affected. Unlike the ***Edit Area*** option, the program will only use memory required for that area, this is useful when the design is very large.

NOTE When a work area has been set a number of options cannot be used. These include options which will affect the size of the design - i.e. *Scale*, *Extend* and options which will affect the palette - i.e. *Add Colours*, *Select Colour*. The reason for this is that they will affect the stitches not being displayed and so should not be used.

Selecting An Area To Work On

1. Select *Set Work Area* in the *Tools* menu - a cross hair cursor is given.
2. Move the cursor to one corner of the area to be used and press and hold the *LEFT* mouse button.
3. Drag the cursor to the opposite corner and release the mouse button.

Reset Work Area

Reset Work Area will take the area and combine it back with the rest of the design.

Backup Files

Backup Files will create backups of the specified files and if required the previous version can be restored. The program makes copies of all Easy Cross files (designs, templates, palettes, settings etc.) to floppy disk or other removable media. It is possible for the backup to be stored on the hard disk, but this is not recommended as backups should always be on a separate system. The backup option remembers when files were backed up and their original locations so they can easily be retrieved.

NOTE If the whole system needs to be restarted the backups are just copies of the original files (although their names may vary slightly to prevent repeats on the same disk) so they can be restored manually.

NOTE The ***Backup Files*** and ***Restore Files*** options do not have the full functionality of a complete backup package but they should provide a quick, simple and reliable alternative.

Select ***Backup Files*** from the ***Tools*** menu, the ***Backup Files*** dialog is given. Select ***Reset Archive*** checkbox to start a new backup set. Select ***Only Backup Changed Files*** checkbox to cause the program to only backup files that have been changed since the previous backup. Clearing this will cause all files to be backed up regardless of whether they already exist on the disks or not. Select ***Store Files In Archive With Long Names*** checkbox to use long filenames on the backup disks. Clearing this is normally only recommended for users who may wish to use the files on systems which do not support long filenames, this can included certain Windows NT systems and some networks.

Enter the place where the files will be stored in the ***Archive Files To*** edit box. Normally this will be A:\ to be the floppy drive but you may wish to change it if you have a Zip drive or other similar device.

Use ***Add Folder*** and ***Remove Folder*** to add and remove folders from the list of folders to be backed up. By entering C:\ will cause all Easy Cross files on the hard disk to be backed up. When the list is complete make sure that the last backup disk is in the floppy or zip drive and select ***OK***.

Other options that are given are ***Cancel***, to leave the option and ***Help***.

The program will always include the Easy Cross folder in it's backup.

Backing Up Easy Cross Files

1. Select *Backup Files* in the *Tools* menu - the *Backup Files dialog* is given.
2. Select *Reset Archive* checkbox to cause the program to forget all previous backups and start a new set.
3. Select *Only Backup Changed Files* checkbox to cause the program to only backup files that have been changed since the previous backup.
4. Select *Store files in archive with long names* checkbox to use long filenames on the backup disks.
5. Enter where the files will be stored in the *Archive Files To* edit box, use *Browse* to help locate it if required.
6. Use Add Folder to add other folders to the list of ones to be backed up.
7. Select *Remove Folder* to remove a folder from the list to be backed up.
8. Insert the last backup disk into the floppy (or zip) drive.
9. Select *OK*.

Restore Files

Restore Files will allow one or more files to be retrieved from the backup and put back on to your hard disk. Once the option has been selected, select the required files from the given list. By holding down the ***SHIFT*** key, whilst selecting, a group of files can be selected, using the ***CTRL*** key instead can cause additional files to be highlighted. When all the required files are highlighted select ***Restore*** and the files will be restored to their original locations.

Other options that are given are ***Cancel***, to leave the option and ***Help***.

By pressing the column title the program will sort the items according to that column. By pressing the column title a second time the program will reverse the order.

Getting Files Back From A Backup

1. Select *Restore Files* in the *Tools* menu - the *Restore Files dialog* is given.
2. Select the required files to restore.
3. Select *Restore*.

Undo Menu

Undo

The ***Undo*** facility allows up to 100 options to be undone, this allows the edits made to the design to be undone if a mistake has been made.

Undo Off

The ***Undo Off*** option will disable the ***Undo*** facility and prevent any more copies of the design from being saved. This may be required due to the limits of memory when running the program from floppy disk. Should you wish to make this the default option then the configuration for Easy Cross can be changed to allow this.*[See Options in the Tools menu for further information.]*

Turning Undo Off

1. Select *Undo Off* from the *Undo* menu.

Undo On

The ***Undo On*** option will turn the ***Undo*** facility on. This is the default option for Easy Cross unless set otherwise in the ***Options*** option. Up to a maximum of 100 options can be undone.

Turning Undo On

1. Select *Undo On* from the *Undo* menu.

Redo

The ***Redo*** option will undo the last undo. Up to 100 redoes can be made according to how many options have been undone.

If any edits are made to the design, the ***Redo*** option will not be available.

If several options are undone in one go the ***Redo*** option will only go back one option each time it is selected.

Redoing An Undone Option

1. Select *Redo* from the menu.

Or

1. Select the *Redo* button from the toolbar.

List of Options that can be Undone

A list of options which can be undone is given at the end of the ***Undo*** menu. If more than 10 options have been used then only the last 10 can be selected at any one time.

Selecting An Option To Be Undone

1. Select the *Undo* menu, then the required option from the list given at the bottom of the menu.

Or

1. Select the *Undo* menu, then press the number corresponding to the required option.

Or

1. Select the *Undo* button from the toolbar and the last option will be undone.

Window Menu

Cascade

This option will cascade all of the active designs.

Cascading Active Designs

1. Select *Cascade* from the *Window* menu.

Tile

This option will tile all of the active designs.

Tiling Active Designs

1. Select *Tile* from the *Window* menu.

View Designs

View Designs in the ***Windows*** menu allows the designs that are currently loaded and not minimised to be compared side by side. When the option is selected a dialog is given, select how to display the designs by using the ***Tile Vertically*** or ***Tile Horizontally*** radio buttons. The default settings is to have the designs displayed in ***Full View*** mode, should you wish to change the ***Zoom*** of the design remove the tick from the ***Full View*** checkbox. Select either ***Hide Rulers*** or ***Show Rulers*** radio button as required to have rulers there or not.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without viewing the designs and ***Help***.

Viewing The Designs Which Are Currently Loaded

1. Select *View Designs* from the *Windows* menu - the *View Designs* dialog is given.
2. Select either *Tile Vertically* or *Tile Horizontally* radio button.
3. Select the required settings for rulers
4. Select *OK*.

Close All

This option will close all active designs, if changes have been made then Easy Cross will allow the design to be saved.

Closing All Designs

1. Select *Close All* from the *Window* menu.

Arrange Icons

This option can be used to arrange minimised designs.

List of Designs that can be selected

This lists the designs which are currently open, which can be used to switch between designs.

Switching Between Opened Designs

1. Select the *Window* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *Window* menu, then press the number corresponding to the required file.

Help

Help

The on-line help facility gives access to the manual on screen. Help can be selected either by selecting one of the options below or alternatively if ***F1*** is pressed, help will be given about the current option.

Getting Help

1. Select *Help* menu.

Or

1. Press *F1*.

Or

1. Selecting the *Help* button on the dialogs.

Contents

This option gives the contents page of the Easy Cross on-line help. From this page information on other options can be found. This option can be selected by pressing ***F1***.

Search for Help On

This option gives a list of the various pages within the Easy Cross on-line help. Select the required page for more details on that option.

How to Use Help

This option gives details on how to use the Windows on-line help facilities.

Using Page Layout

Overview

The Page Layout works in a similar way to a simple desktop publisher program. There are a number of pages onto which you can add or edit various types of boxes - design, key, picture and text. To start a design create a new Page Layout design and then add the required items.

When a new Page Layout design is opened, the available menus change; this gives access to new options which are only available for Page Layout designs. The new options are documented in this section, for information on using the other options see the main Using Easy Cross section that has all the options in menu order.

The Page Layout designs are stored with a WXS extension. This means that they can be saved and loaded in the same way as normal designs, another change is that pressing the left mouse button will not draw, instead it will allow you to alter items contained within a Page Layout design.

Different pages can be selected by using either the options in the ***Edit*** menu or the new buttons on the toolbar.

Each area that is added to the Page Layout behaves like a miniature page, a design will be fitted into the given area and text will be wrapped to fit in the area.

The display on screen is an approximation; the printout dictates the exact dimensions. Within a text area you may find that lines stop a bit short or overlap the edge on the screen, this is due to fonts being more precisely defined on the printer.

Selecting Areas

An area (or more areas) can be selected by either:

Clicking on the area using the ***LEFT*** mouse button.

Dragging a box over the required area, press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the area.

A highlighted box with resize boxes on the corners/edges will appear around the selected areas.

Once an area is selected pressing the ***RIGHT*** mouse button gives access to ***Copy***, ***Cut***, ***Paste***, ***Delete***, ***Properties***, ***Move to Back*** and ***Move to Front*** options.

Resizing and Moving

To resize an area, select the area, click and hold on one of the resizing boxes whilst dragging to the new size. This can be done with a group of areas by first selecting the group and then resizing.

To move an area, select the area then click inside the highlighted box and drag to the new position.

Resizing Areas Within A Page Layout/Thread Organiser Design

1. Select the area(s) by dragging a box over the required area, press and hold down the *LEFT* mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the selected area.
2. Click on one of the resizing boxes whilst dragging to the new size.

Moving Areas Within A Page Layout/Thread Organiser Design

1. Select the area(s) by dragging a box over the required area, press and hold down the *LEFT* mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the selected area.
2. Click inside the highlighted box and drag to the new position.

Rulers

Guides can be added to the rulers to help placement of areas. The guides are shown as red lines on the design. To access these options right click on either of the rulers and select from the following options:

Set Ruler Guide: This will set a new guide at the selected position on the ruler.

Clear Ruler Guide: This will clear the nearest ruler guide to the selected position on the ruler.

Adjust Guide Position: This will allow a precise position in centimetres or inches (depending on the current unit settings) to be entered for the nearest ruler guide to the selected position.

Settings: This allows different settings for the rulers to be altered. See ***Ruler Settings*** in the ***View*** menu for more details.

Setting a New Ruler Guide

1. Right click on the ruler at the required position and select ***Set Ruler Guide*** in the given popup menu.

Clearing a Ruler Guide

1. Right click on the ruler at the required position and select ***Clear Ruler Guide*** in the given popup menu. The nearest ruler guide will be removed.

Adjusting a Ruler Guide Position

1. Right click on the ruler at the required position and select ***Adjust Guide Position*** in the given popup menu. A dialog will be given in which the new position of the nearest ruler guide can be entered.

Changing the Ruler Settings

1. Right click on one of the rulers and select ***Settings*** in the given popup menu. A dialog will be given in which the settings can be altered. See ***Ruler Settings*** in the ***View*** menu for more details.

Page Layout Templates

Page Layout files can now be saved as template (WXT) files. These store the same information as normal but have the exception that when they are loaded they will prompt for the designs to use for the Page Layout, swapping the new designs for the ones in the template. This has the benefit of allowing standard layouts to be saved which can easily be changed to incorporate new designs.

Creating A Page Layout Template

1. Create the Page Layout as required for a specific design.
2. Select *Save As* in the *File* menu - the *Save As* dialog is given.
3. Set the file type to *Easy Cross Template Files (*.WXT)*.
4. Enter the required filename.
5. Select *Save*.

Using A Page Layout Template

1. Select *Open* in the *File* menu - the *Open* dialog is given.
2. Set the file type to *Easy Cross Template Files (*.WXT)*.
3. Select the required filename.
4. Select *OK* - the *Page Layout Open* dialog is given.
5. Highlight the design file to be changed and select change - the *Browse* dialog is given.
6. Select the new design.
7. Select *OK*.
8. Repeat nos. 5-7 if other files require changing.
9. Select *OK.*

Edit Menu

Copy

This option will copy the area into the clipboard, once the area has been selected *[see Selecting Areas for further information on how to select an area]* then select ***Copy*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Copy.***

Copying Areas Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Copy* from the *Edit* menu.

   Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Copy* from the menu.

Cut

This option will delete the area after copying it to the clipboard, once the area has been selected *[see Selecting Areas for further information on how to select an area]* then select ***Cut*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Cut.***

Cutting Areas Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Cut* from the *Edit* menu.

   Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Cut* from the menu.

Paste

This option will paste the contents of the clipboard into the design, which will become the selected area ready for editing. The option will be greyed until there is something in the clipboard. Select ***Paste*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Paste.***

Pasting Areas Within A Page Layout Design

1. Select *Paste* from the *Edit* menu.

   Or

1. Click the *RIGHT* mouse button - a pop-up menu is given.
2. Select *Paste* from the menu.

Delete

This option will delete an area without putting it into the clipboard, once the area has been selected *[see Selecting Areas for further information on how to select an area]* then select ***Delete*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Delete.***

Deleting Areas Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Delete* from the *Edit* menu.

   Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Delete* from the menu.

Insert New Object

OLE objects can be inserted into a Page Layout, so information from other programs like word processors, paint box and spreadsheets can be used. Often it will be possible to edit the information within Easy Cross, the menus and toolbars will change to give different options. What options appear depends on the type of program used, please check the documentation supplied with the other package for further details on their operation.

Select ***Insert New Object*** from the ***Edit*** menu, a dialog is given, select either ***Create New*** or ***Create From File*** radio button. If ***Create New*** is selected then select the required ***Object Type*** and then ***OK***. A blank object is created and it is placed in the Page Layout ready for the required information to be entered i.e. if it is a word processor then text should be typed in. If ***Create From File*** is selected, enter the required file and if the ***Link*** checkbox is selected it will not be a copy and so any changes made will update Easy Cross when the Page Layout is next opened.

OLE objects can be edited within Easy Cross by select the object then ***Edit*** in the ***Document Object*** sub-menu from the ***Edit*** menu or by double clicking on the object, click outside of the object's area to finish the edits. To edit the object in its normal program, select the object then ***Open*** in the ***Document Object*** sub-menu from the ***Edit*** menu, close the program to finish the edits. The contents of the object can be altered and the object can be moved or resized like other areas in the Page Layout.

Document Object may have another name, i.e. *Bitmap Image Object* according to the type of object selected.

Inserting An OLE Object Into A Page Layout

1. Select *Insert New Object* from the *Edit* menu - the *Insert Object* is given.
2. Select either *Create New* or *Create From File*.
3. If *Create New* is selected then pick the required *Object Type*.
4. If *Create From File* is selected enter the required filename and the *Link* checkbox if required.
5. Select *OK*.

Editing An OLE Object In A Page Layout

1. Double click on the object within the Page Layout - this will edit the object within Easy Cross.
2. Click outside of the object's area to finish the edits.

Or

1. Select *Edit* in the *Document Object* sub menu in the *Edit* menu - this will edit the object within Easy Cross.
2. Click outside of the object's area to finish the edits.

Or

1. Select *Open* in the *Document Object* sub menu in the *Edit* menu - this will edit the object in the objects normal program.
2. Close the objects program to finish the edits

Align

Once ***Align*** is selected from the ***Edit*** menu, a sub-menu is given listing various options to help line up and space the different areas in a Page Layout. These work by selecting the required area(s) and then selecting the appropriate alignment option. Some of the options will only work when 2 or more areas are selected, the options are ***Top***, ***Bottom***, ***Left***, ***Right***, ***Centre Vertical***, ***Centre Horizontal***, ***Space Across***, ***Space Down***, ***Make Same Width***, ***Make Same Height*** and ***Make Same Size***.

Lining Up Areas Within A Page Layout Design

1. Select the required area(s).
2. Select *Align* from the *Edit* menu - a sub-menu is given.
3. Select the required alignment option.

Properties

The contents of design and key boxes cannot be edited directly in the page layout design. Once an area has been selected *[see Selecting Areas for further information on how to select an area]* then selecting ***Properties*** in the ***Edit*** menu or clicking the ***RIGHT*** mouse button and selecting ***Properties*** or double clicking will bring up a dialog which will allow changes to be made. Any changes made will only affect the current box and no other.

Changing Properties Of An Area Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Properties* from the *Edit* menu.
3. Make the changes as required.

Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Properties* from the menu.
4. Make the changes as required.

Or

1. Select the area by double clicking on the area using the *LEFT* mouse button.
2. Make the changes as required.

Move to Back

This option will move the selected area *[see Selecting Areas for further information on how to select an area]* to the back of the design, i.e. behind all other areas. To do this select the area then ***Move to Back*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Move to Back.***

Moving An Area To The Back Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Move to Back* from the *Edit* menu.

Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Move to Back* from the menu.

Move to Front

This option will move the selected area *[see Selecting Areas for further information on how to select an area]* to the front of the design, i.e. in front of all other areas. To do this select the area then ***Move to Front*** in the ***Edit*** menu or click the ***RIGHT*** mouse button and select ***Move to Front.***

Moving An Area To The Front Within A Page Layout Design

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Select *Move to Front* from the *Edit* menu.

Or

1. Select the area by clicking on the area using the *LEFT* mouse button.
2. Click the *RIGHT* mouse button - a pop-up menu is given.
3. Select *Move to Front* from the menu.

First Page

This option will make the ***First Page*** of the page layout design the current page shown on screen. This option can also be used by selecting the relevant button on the toolbar.

This option will be disabled if it will have no effect, i.e. the first page cannot be selected if you are on the first page.

Going To The First Page Of A Page Layout Design

1. Select *First Page* from the *Edit* menu.

Or

1. Select the *First Page* button from the toolbar.

Previous Page

This option will make the ***Previous Page*** of the page layout design the current page shown on screen. This option can also be used by selecting the relevant button on the toolbar.

NOTE This option will be disabled if it will have no effect, i.e. the previous page cannot be selected if you are on the first page.

Going To The Previous Page Of A Page Layout Design

1. Select *Previous Page* from the *Edit* menu.
   Or
1. Select the *Previous Page* button from the toolbar.

Next Page

This option will make the ***Next Page*** of the page layout design the current page shown on screen. This option can also be used by selecting the relevant button on the toolbar.

NOTE This option will be disabled if it will have no effect, i.e. the next page cannot be selected if you are on the last page.

Going To The Next Page Of A Page Layout Design

1. Select *Next Page* from the *Edit* menu.
   Or
1. Select the *Next Page* button from the toolbar.

Last Page

This option will make the ***Last Page*** of the page layout design the current page shown on screen. This option can also be used by selecting the relevant button on the toolbar.

NOTE This option will be disabled if it will have no effect, i.e. the last page cannot be selected if you are on the last page.

Going To The Last Page Of A Page Layout Design

1. Select *Last Page* from the *Edit* menu.
   Or
1. Select the *Last Page* button from the toolbar.

Insert Page

This option will allow extra pages to be inserted into the page layout design, once selected a dialog is given. The ***Number of New Pages*** can be set by using the given spin button and set whether the page should be inserted ***Before*** or ***After the Current Page***.

It is possible to insert a page which is a copy of an existing page, to do this select the ***Duplication of Page Number*** radio button and enter the required page number.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without inserting a page and ***Help***.

Inserting A Page Into A Page Layout Design

1. Select *Insert Page* from the *Edit* menu - the *Insert Page* dialog is given.
2. Set the *Number of New Pages* by using the given spin button.
3. Set whether the page should be *Before* or *After the Current Page*.
4. Select *Duplication of Page Number* radio button if a copy of an existing page, and enter the required number.
5. Select *OK*.

Delete Page

To delete a page from a page layout design, then select ***Delete Page*** in the ***Edit*** menu. This will remove the current page from the layout.

NOTE

There must always be one page in the layout, so there will be always one page remaining which cannot be deleted.

Deleting A Page From A Page Layout Design

1. Select *Delete Page* from the *Edit* menu - a dialog is given.
2. Select *Yes*.

Add Design/Key

To add a design or key area to the Page Layout, select ***Add Design/Key*** in the ***Edit*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the opposite corner and release. The ***Browse*** dialog will be given and the required design should be selected. A dialog will then be given where ***Design Only***, ***Design and Key*** or ***Key Only*** can be selected. The design will be fitted into the size of the box that has been added.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a design or key and ***Help***.

Different aspects of an area can be changed, for example the design used and the symbol display. To change the properties of an area, when the area is selected press ***ENTER*** or double click the ***LEFT*** mouse button, a dialog will be given.

By selecting the relevant radio button, the items displayed can be altered to have ***Design Only***, ***Design and Key*** or ***Key Only*** shown. ***Select Design*** will allow which design is used to be changed; this will not affect any item shown in other boxes. The ***Print Settings*** button gives access to the ***Print Settings*** dialog where the ***Stitch Display***, ***Grid*** and ***Font*** can be changed. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

It is possible to place a tiled design into the Page Layout, this has the benefit of being able to customise the appearance of each tiled page by adding a company logo or other information. The program works by automatically duplicating a page the required number of times, placing a different tiled page on each one. To save time the Page Layout should be designed first then add the tiled design afterwards. Once the tiled design has been added, it is possible to customise any of the pages independently of each other.

NOTE

The box around the area will not be there when the layout is printed.

Adding A Design/Key To A Page Layout Design

1. Select *Add Design/Key* from the *Edit* menu - a cross-hair is given.
2. Move cross-hair to one corner of the area, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size – the *Browse* dialog is given.
4. Select the required design - the *Design/Key Area* dialog is given.
5. Select *Design Only*, *Design and Key* or *Key Only*.
6. Select *OK*.

Adding A Tiled Design To A Page Layout Design

1. Add the additional areas required.
2. Select *Add Design/Key* from the *Edit* menu - a cross-hair is given.
3. Move cross-hair to one corner of the area, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
4. Release the button when the box is the correct size – the *Browse* dialog is given.
5. Select the required design - the *Design/Key Area* dialog is given.
6. Select *Design Only* or *Design and Key*.
7. Select *Print Settings* to check and adjust the tiling properties.
8. Select *OK* - the program will ask if you wish the tiled page automatically repeating
9. Select *Yes*.

Changing The Properties Of A Design/Key In A Page Layout Design

1. Select the design area.
2. Select *Properties* from the *Edit* menu - the *Design/Key Area* dialog is given.
3. Select the *Design Only*, *Design and Key* or *Key Only* as required.
4. *Select Design* allows the design used to be changed.
5. *Print Settings* gives access to the *Print Settings* dialog where *Stitch Display*, *Grid* and *Font* can be changed.
6. Select *OK*.

Add Picture

To add a picture to the page layout, select ***Add Picture*** in the ***Edit*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the opposite corner and release. The ***Browse*** dialog will be given and the required picture (BMP, TIFF, JPG etc.) should be selected. The picture will be fitted into the size of the box which has been added.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding a picture and ***Help***.

Different aspects of an area can be changed, for example the file used. To change the properties of an area, when the box becomes active press ***ENTER*** or double click the ***LEFT*** mouse button, a dialog will be given.

Select Picture will allow the picture used to be changed, this will not affect any item shown in other boxes. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

The box around the area will not be there when the layout is printed.

Adding A Picture To A Page Layout Design

1. Select *Add Picture* from the *Edit* menu - a cross-hair is given.
2. Move the cross-hair to one corner of the area, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Browse* dialog is given.
4. Select the required picture file (i.e. BMP, TIFF or JPEG format).
5. Select *OK*.

Changing The Properties Of A Picture/Logo In A Page Layout/Thread Organiser Design

1. Select the picture area.
2. Select *Properties* from the *Edit* menu - the *Picture Area* dialog is given.
3. *Select Picture* allows the picture used to be changed.
4. Select *OK*.

Add Text

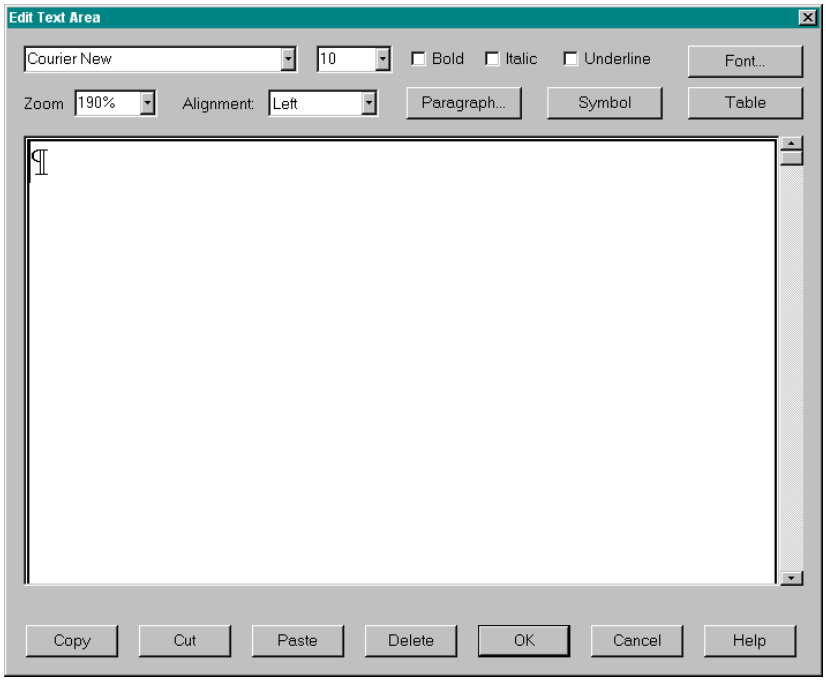
To add a text area to the page layout, select ***Add Text*** in the ***Edit*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the opposite corner and release. The ***Edit Text Area*** dialog will be given where the required text should be entered in the given edit box.

Use the given drop down list to select the required ***Font***, ***Point Size*** and ***Alignment***. Text can be made ***Bold***, ***Italic*** or ***Underline*** by selecting the relevant checkbox, the ***Font*** button gives access to the ability to change the colour of all or part of the text. ***Zoom*** will make the text larger or smaller when viewing and will have no effect on the printed layout.

When the ***Paragraph*** option is selected, a dialog is given where changes can be made to the appearance of the paragraph styles. Use the given drop down lists and spin buttons to change the ***Indentation***, ***Spacing***, ***Line Spacing***, ***Tabs*** and ***Alignment***.

The ***Insert Symbol*** option will allow a ***Cross Stitch***, ***Backstitch*** or ***French Knot Symbol*** to be added to the text area. When the button is selected a menu is given, select the required symbol type and a dialog is given showing all the symbols to choose from. Select the required symbol and select ***Close***.

Copy will place a copy of the highlighted text onto the clipboard. ***Cut*** will place a copy of the highlighted text onto the clipboard and then delete the text. ***Paste*** will replace the highlighted text with the contents of the clipboard. ***Delete*** will just remove the highlighted text.



Edit Text Area Dialog

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without adding text and ***Help***.

NOTE

The box around the area will not be there when the layout is printed.

Tables can be added to text areas which can be useful when creating columns or lining up text. Move the cursor to where the table is required and press the ***Table*** button, a dialog will be given asking for the number of ***Rows*** and ***Columns***.

To change the display style of the table, move the cursor to anywhere within the table and select the ***Table*** button and then ***Table Style***. The ***Border Line Style*** and ***Inner Line Style*** can be set to ***None***, ***Dot***, ***Dash*** or ***Solid***, by selecting the required value from the drop down list on the given dialog.

NOTE

The default setting for the ***Border*** and ***Inner Line Style*** is no lines are drawn round the table.

To change the size of the cells, select the required cell or cells and select the Table button and then ***Cell Size***. A dialog is given on which the row ***Height*** can be set to ***Auto***, ***At Least*** or ***Exactly***. If ***At Least*** or ***Exactly*** is selected then the ***At*** spin button will become active so the value can be set. The column ***Width*** can be set by clearing the ***Auto Fit*** checkbox and using the spin button to select the required value.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Adding Text To A Page Layout Design

1. Select *Add Text* from the *Edit* menu - a cross-hair is given.
2. Move the cross-hair to one corner of the area, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Text Area* dialog is given.
4. Type the required text in the given edit box.
5. Change *Font*, *Point Size*, *Alignment*, *Bold*, *Italic* or *Underline* as required.
6. *Paragraph* option allows *Indentation*, *Spacing*, *Line Spacing*, *Tabs* and *Alignment* to be set on the given dialog.
7. *Table* allows tables to be added, select the required options from the given dialog.
8. *Insert Symbol* allows *Cross Stitch*, *Backstitch* or *French Knot Symbol* to be added, use as required.
9. Select *OK*.

Editing Text On A Page Layout/Thread Organiser Design

1. Select the text area.
2. Select *Properties* from the *Edit* menu - a dialog is given.
3. Release the button when the box is the correct size - the *Text Area* dialog is given.
4. Type the required text in the given edit box.
5. Change *Font*, *Point Size*, *Alignment*, *Bold*, *Italic* or *Underline* as required.
6. Change *Indentation*, *Spacing*, *Line Spacing*, *Tabs* and *Alignment* on the given dialog as required.
7. *Table* allows tables to be added, select the required options from the given dialog.
8. *Insert Symbol* allows *Cross Stitch*, *Backstitch* or *French Knot Symbol* to be added, use as required.
9. Select *OK*.

View Menu

Redraw Settings

The ***Redraw Settings*** will allow the method of redrawing to be changed which in turn affects the amount of memory used, when the option is selected a dialog is given. Select ***Redraw at Print Quality***, ***Redraw Directly to Screen*** or ***Display as Plain Boxes*** by using the relevant radio button.

NOTE

Whichever setting is selected, it will only affect the screen redraw, when the design is printed it is always printed at full quality.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the redraw setting and ***Help***.

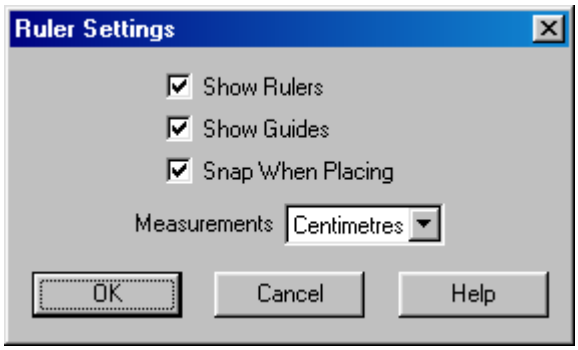
Changing The Method Of Display Areas In A Page Layout

1. Select *Redraw Settings* from the *View* menu.
2. Select *Redraw at Print Quality*, *Redraw Directly to Screen* or *Display as Plain Boxes* by using the relevant radio button.
3. Select *OK*.

Ruler Settings

When ***Ruler Settings*** in the ***View*** menu is selected, a dialog is given with which changes can be made to how the rulers are displayed. Use the given checkboxes to have the ***Rulers*** and/or ***Guides*** marks shown on screen. The ***Measurements*** of the rulers can be set to ***Centimetres*** or ***Inches*** by using the drop down list. ***Snap When Placing*** will cause items to snap to the grid lines when they are being placed close to the lines.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.



Ruler Settings Dialog

Altering The Display Of The Rulers

1. Select *Ruler Settings* from the *Views* menu - the *Ruler Settings* dialog is given.
2. Select the *Show Rulers* checkbox to cause the rulers to appear.
3. Select the *Show Guides* checkbox to cause the centre arrows to appear.
4. Select the *Measurements* drop down list to change the units of measurements displayed on the rulers.

Snapping Items When Placing on the Design

1. Select *Ruler Settings* from the *Views* menu - the *Ruler Settings* dialog is given.
2. Select the *Snap When Placing* checkbox.
3. Place or move items as required.

Using Thread Organiser

Thread Organiser Overview

The thread organiser designs are stored with a WXS extension. This means that they can be saved and loaded in the same way as normal designs, although you will notice that the menus change for thread organiser designs. The new options are documented in this section, for information on using the other options see the main Using Easy Cross and Page Layout sections which have all the options in menu order. Another change is that pressing the left mouse button will not draw, instead it will allow you to alter items contained within a thread organiser design.

Different pages can be selected by using either the options in the ***Edit*** menu or the new buttons on the toolbar.

NOTE

The display on screen is an approximation, the printout dictates the exact dimensions. Within a text area you may find that lines stop a bit short or overlap the edge on the screen, this is due to fonts being more precisely defined on the printer.

Selecting Areas

An area (or more areas) can be selected by either:

Clicking on the area using the ***LEFT*** mouse button.

Dragging a box over the required area, press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the area.

A highlighted box with resize boxes on the corners/edges will appear around the selected areas.

Once an area is selected pressing the ***RIGHT*** mouse button gives access to ***Copy***, ***Cut***, ***Paste***, ***Delete***, ***Properties***, ***Move to Back*** and ***Move to Front*** options.

Resizing and Moving

To resize an area, select the area, click and hold on one of the resizing boxes whilst dragging to the new size. This can be done with a group of areas by first selecting the group and then resizing.

To move an area, select the area then click inside the highlighted box and drag to the new position.

Resizing Areas Within A Page Layout/Thread Organiser Design

1. Select the area(s) by dragging a box over the required area, press and hold down the *LEFT* mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the selected area.
2. Click on one of the resizing boxes whilst dragging to the new size.

Moving Areas Within A Page Layout/Thread Organiser Design

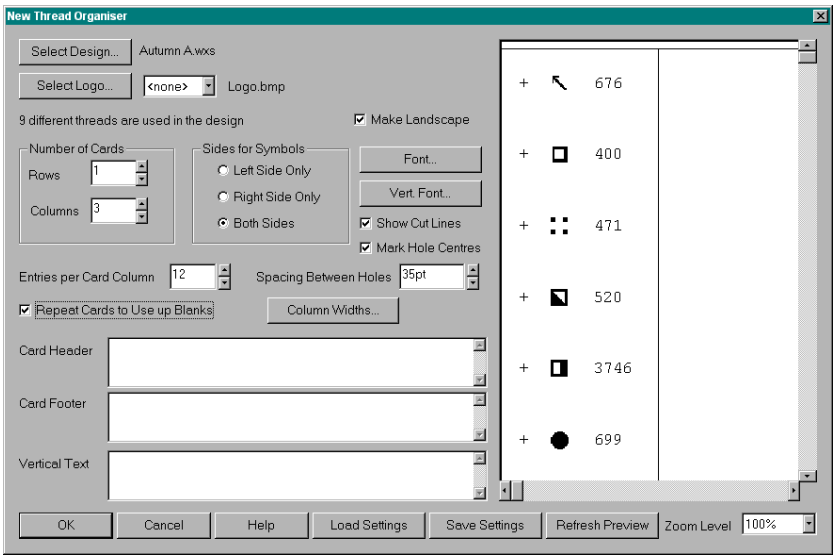
1. Select the area(s) by dragging a box over the required area, press and hold down the *LEFT* mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the selected area.
2. Click inside the highlighted box and drag to the new position.

New Thread Organiser

To create a new thread organiser select ***New*** in the ***File*** menu, then select ***Thread Organiser*** from the given sub-menu. The ***Browse*** dialog is given which allows a design to be selected from which the ***Thread Organiser*** will be generated. A dialog is then given which allows the following settings for the thread organiser to be set. A preview of the thread organiser is given on the right hand side, due to the complexity of redrawing the preview display will only update after ***Refresh Preview*** is selected. The ***Zoom*** control allows the size of the preview to be changed to help to create the thread organiser.

Select Design will allow the design used to create the thread organiser to be selected; when the button is selected the ***Browse*** dialog is given from which the required design should be selected.

Select Logo will allow the chosen picture to be added to the thread organiser, which is a method of getting a logo on the card. The logo should be in a picture format (i.e. BMP, TIFF, JPEG) and the position should be set to ***Top*** or ***Bottom*** by using the drop down list.



New Thread Organiser Dialog

The ***Number of Cards*** given on one page is set by selecting the number of ***Rows*** and ***Columns*** by using the given spin buttons. Set the ***Sides for Symbols*** to ***Left Side Only***, ***Right Side Only*** or ***Both Sides*** by selecting the relevant radio button. The thread organiser can be arranged on a landscape page by selecting the ***Make Landscape*** checkbox.

The ***Font*** option will allow the font used on the thread organiser to be changed, the font used for the vertical text can be altered independent of the rest of the text by using the ***Vert Font*** option. When either of these options are selected a dialog is given from which the required font is chosen.

When the ***Show Cut Line*** box is checked then the edge of the card will be printed as a guide to where to cut. To have a guide to show the centre of the holes i.e. where to punch the hole, select the ***Mark Hole Centres*** checkbox. The number of threads and the spacing between them are set by using the ***Entries per Card Column*** and ***Spacing Between Entries*** spin buttons. To have the ***Repeat Cards to Use up Blanks*** select the given checkbox.

NOTE

The order of the threads on the thread organiser is determined by the palette order, so the order can be changed by using ***Sort Palette*** in the ***Palette*** menu with the original design.

The ***Column Widths*** gives the ability to alter the amount of space given to each column used for ***Holes***, ***Symbols***, ***Chart Number*** and ***Vertical Text***. The value for each column can be altered by using the given spin button to select the required value. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the column widths and ***Help***.

Text can be added to the ***Card Header***, ***Card Footer*** or as ***Vertical Text***, by typing the required text in the given edit boxes.

When all the required settings have been set, it is possible to ***Save*** them for later use. By selecting ***Load*** they can be used again.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without creating a new thread organiser and ***Help***.

Creating A Thread Organiser

1. Select *Thread Organiser* from the *New* sub-menu in the *File* menu - the *Browse* dialog is given.
2. Select the required file - the *New Thread Organiser* dialog is given.
3. Select *Select Design* and then the required design.
4. Select *Select Logo* (if required), then the required picture file and its position either *Top* or *Bottom*.
5. Set the number of *Rows* and *Columns* by using the given spin buttons.
6. Set the side for symbols to *Left Side Only*, *Right Side Only* or *Both Sides* by using the given radio buttons.
7. Select *Make Landscape* if required.
8. Select *Font* to set the font used and *Vert. Font* to set the vertical font used.
9. Select *Show Cut Line* checkbox if required.
10. Select the *Mark Hole Centres* checkbox.
11. Set the number of *Entries per Card Column* and *Spacing Between Entries*.
12. Select *Repeat Cards to Use up Blanks* checkbox as required.
13. Select *Column Widths* as required.
14. Enter required text for *Card Header*, *Card Footer* and *Vertical Text*.
15. Select *Save* to use the settings again for another thread organiser.
16. Select *OK*.

Creating A Thread Organiser Using Pre-saved Settings

1. Select *Thread Organiser* from the *New* sub-menu in the *File* menu - the *Browse* dialog is given.
2. Select the required file - the *New Thread Organiser* dialog is given.
3. Select *Select Design* and then the required design.
4. Select Load Settings - the *Open* dialog is given.
5. Select the required file.
6. Select *OK*.

Editing Text

Once the thread organiser has been generated, it is possible to make changes to the text used. Select the area using the ***LEFT*** mouse button, this is shown by boxes at the corners and middle of the edges. To resize the box, move the cursor over the box to be moved then press and hold the ***LEFT*** mouse button. Drag the cursor to the new position and release the button.

Different aspects of an area can be changed, for example the font or spacing used. To change the properties of an area, first select the required area and then ***Properties*** in the ***Edit*** menu, a dialog is given.

Use the given drop down list to select the required ***Font***, ***Point Size*** and ***Alignment***. Text can be made ***Bold***, ***Italic*** or ***Underline*** by selecting the relevant checkbox, the ***Font*** button gives access to the ability to change the colour of all or part of the text. The ***Zoom*** will make the text larger or smaller when viewing the text and will have no effect on the printed layout.

When the ***Paragraph*** option is selected, a dialog is given where changes can be made to the appearance of the paragraph styles. Use the given drop down lists and spin buttons to change the ***Indentation***, ***Spacing***, ***Line Spacing***, ***Tabs*** and ***Alignment***.

The ***Insert Symbol*** option will allow a ***Cross Stitch***, ***Backstitch*** or ***French Knot Symbol*** to be added to the text area. When the button is selected a menu is given, select the required symbol type and a dialog is given showing all the symbols to choose from. Select the required symbol and select ***Close***.

Copy will place a copy of the highlighted text onto the clipboard. ***Cut*** will place a copy of the highlighted text onto the clipboard and then delete the text. ***Paste*** will replace the highlighted text with the contents of the clipboard. ***Delete*** will just remove the highlighted text.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

When any changes are made then the program will ask whether you require the changes to be made to all the cards.

To delete a text area, move the cursor over the area to be deleted which will become active then press the ***DELETE*** button on the keyboard.

The box around the area will not be there when the layout is printed.

Tables can be added to text areas which can be useful when creating columns or lining up text. Move the cursor to where the table is required and press the ***Table*** button, a dialog will be given asking for the number of ***Rows*** and ***Columns***.

To change the display style of the table, move the cursor to anywhere within the table and select the ***Table*** button and then ***Table Style***. The ***Border Line Style*** and ***Inner Line Style*** can be set to ***None***, ***Dot***, ***Dash*** or ***Solid***, by selecting the required value from the drop down list on the given dialog.

The default setting for the ***Border*** and ***Inner Line Style*** is no lines are drawn round the table.

To change the size of the cells, select the required cell or cells and select the Table button and then ***Cell Size***. A dialog is given on which the row ***Height*** can be set to ***Auto***, ***At Least*** or ***Exactly***. If ***At Least*** or ***Exactly*** is selected then the ***At*** spin button will become active so the value can be set. The column ***Width*** can be set by clearing the ***Auto Fit*** checkbox and using the spin button to select the required value.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

Editing Text On A Page Layout/Thread Organiser Design

1. Select the text area.
2. Select *Properties* from the *Edit* menu - the *Text Area* dialog is given.
3. Type the required text in the given edit box.
4. Change *Font*, *Point Size*, *Alignment*, *Bold*, *Italic* or *Underline* as required.
5. Change *Indentation*, *Spacing*, *Line Spacing*, *Tabs* and *Alignment* on the given dialog as required.
6. *Table* allows tables to be added, select the required options from the given dialog.
7. *Insert Symbol* allows *Cross Stitch*, *Backstitch* or *French Knot Symbol* to be added, use as required.
8. Select *OK*.

Editing Logos

Once the thread organiser has been generated, it is possible to make changes to the logo used. Select the area using the ***LEFT*** mouse button, this is shown by boxes at the corners and middle of the edges. To resize the box, move the cursor over the box to be moved then press and hold the ***LEFT*** mouse button. Drag the cursor to the new position and release the button.

Different aspects of an area can be changed, for example the font or spacing used. To change the properties of an area, first select the required area and then ***Properties*** in the ***Edit*** menu, a dialog is given.

Select Picture will allow the picture used to be changed, this will not affect any item shown in other boxes. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without making any changes and ***Help***.

When any changes are made the program will ask whether you require the changes to be made to all the cards.

The box around the area will not be there when the layout is printed.

Changing The Properties Of A Picture/Logo In A Page Layout/Thread Organiser Design

1. Select the picture area.
2. Select *Properties* from the *Edit* menu - the *Browse* dialog is given.
3. *Select Picture* allows the picture used to be changed.
4. Select *OK*.

Regenerate Thread Organiser

Regenerate Thread Organiser in the ***Edit*** menu allows you to recreate the thread organiser should you wish to change any of the settings.

Regenerating Thread Organiser

1. Select *Regenerate Thread Organiser* from the *Edit* menu - the *Regenerate Thread Organiser* dialog is given.
2. Make the required changes.
3. Select *OK*.

Troubleshooting

Printing

Most printing problems that users have experienced with Easy Cross are related to incompatibility with older printer drivers. These problems can be corrected by obtaining the latest driver from the printers manufacturer. There should be no charge for this service. If there is then you should object as it is not the common practice. The problems have manifested themselves in the following ways.

The program appears to be printing, but there is no printout produced, why?

An application error occurs while printing, why?

Why does the program takes a long time to print?

Check the printer driver, most problems occur when using drivers supplied with the printer. Try either obtaining an update from the manufacturer or selecting a driver from the original Windows disks.

Why does the program takes a long time to print, especially an imported image?

Easy Cross needs to print a small bitmap or “picture” for every stitch when printing symbols. This can take a long while for large designs, graphics printing takes a lot longer than text printing. If the design is from an imported image, then every square will initially have a stitch. If the background colour is deleted then printing and other functions may speed up.

When printing a design to my laser printer, only half of it appears, why?

This is normally a result of the amount of memory available in your printer. Laser printers use their memory for a variety of tasks including fonts, buffers and the actual page being printed. If the printer does not have enough memory to store all this then only part of a page may be printed. There are several things which may help to solve this:

Print at a lower resolution

Print True Type fonts as graphics (normally set in the ***Print Setup*** option)

Print the design at a larger size and over several pages - this can simplify the information held in the printer at any one time

Set the ***Print Margins*** so that less of the paper is used

Add more memory to your printer

The fabric does not print, why?

This again is caused by the printer driver. Obtain an update from the manufacturer or use one of the drivers supplied with Windows.

Scanning

Many scanning problems can be corrected by obtaining an updated driver from the manufacturer. Some of the common problems are:

When I select Acquire nothing happens, why?

Try the ***Select Source*** option to select which TWAIN driver to use.

When I select the Select Source option nothing happens, why?

This is normally caused by no 32 bit TWAIN driver being installed. Check the disks supplied with the scanner for the appropriate driver or contact the manufacturer.

The program crashes when I try to scan, why?

A number of drivers appear to cause problems during scanning. Try obtaining the latest driver from the manufacturer.

Failure to scan, why?

Set the Scanning Method in Options from the Tools menu to another method.

General

Colours in the palette and design area appear grainy, why?

If the monitor display is set to 16 colours then Windows will attempt to create additional colours by combining its 16 basic colours. This results in a pattern of dots being displayed. If your graphics card and monitor can support more colours, such as 256, then Easy Cross will automatically generate most, if not all, of its colours as solid.

I have difficulties in distinguishing between the grid and backstitch lines on the printout, what can I do?

Both the thickness of the grid and backstitch lines can be altered independently of each other, use the *Line Thickness* option in *Print Settings* in the *File* menu.

My images appear dark or "muddy" looking after importing, why?

Adjust the brightness and/or contrast levels when importing it into Easy Cross.

No grid appears when importing a design, why?

When Easy Cross first displays a design, it tries to show as much as possible. Many imported designs are large, this means there is no room for the grid so it is automatically turned off. To see the grid, zoom into the design by using either the *Zoom* or *Zoom In* options.

Matching to one thread chart when importing, does not give the other charts approximations?

Because colour matching can be subjective, Easy Cross does not assign numbers for charts it does not directly match to. See *Colour Conversions* in the *Symbols and Threads* option in the Palette menu to generate the other charts approximations.

Why does the program take a long time whilst editing an imported image?

When an image is imported into Easy Cross all of the squares are converted including the background. By deleting the background colour, the program can speed up.

Usually the imported image is larger than the finished size. So by reducing the *File Size* when importing, the program can speed up.

I have designed a font but cannot get it into a text file, why?

Once a font has been designed, it needs to be converted into an Easy Cross font. To do this create a new font and then add each character in turn. To create a font, select *New* from the *Text* menu.

The program runs slowly and the hard disk light flashes a lot, why?

This is caused by low memory. Turning the *Undo* option off or changing the amount of memory used in the *Options* option, will reduce the amount used.

Also having several designs open at once will use a lot of memory, so close any designs that you have finished with.

Glossary of Terms

Backdrop

When an image is imported as a backdrop, the image is loaded at the back of the grid instead of being converting into a design. Design work can be carried out on top of the image, which remains untouched.

Backstitch Mode

When the program is in backstitch mode, the stitches will be added to the design in the form of lines or dots depending on the mode selected. The five types available are: full single backstitch, half single backstitch, full double backstitch, half double backstitch and French Knots

Backstitch Section

A backstitch section is a group of backstitch lines all linked with each other.

Baseline

The baseline represents a common position of all characters, this is normally the line on which they sit when written. From this baseline the program will be able to place the characters correctly when drawing text.

BMP Files

BMP is a file format used by other Windows programs. It is identified by the file extension .BMP.

Box

The box is used in the editing options to show the program in which area of the design you wish the edit to occur.

Button

The button allows commands to be performed, such as OK to finish a dialog or Cancel to finish without saving any changes made.

Character Value

This is the key that is assigned to a character in the font and is used when adding text to the design.

Checkbox

This allows an option to be toggled on or off by clicking on the button. When on the box contains a tick when off the box is empty.

Cross Stitch Mode

When the program is in cross stitch mode, the stitches will be added to the design in the form of blocks or stitches depending on the mode selected. The available types of cross stitch are full stitches, half/three quarter stitches and quarter stitches.

Cross-Hair Cursor

Cross-hair is the large cross which appears on screen and is used to select the starting position of the box in editing options. Place the intersect of the cross over the position you wish a corner of the box to appear.

Current Colour

This is the colour which will be used when adding stitches to the design. It is shown in the bottom left hand corner of the screen.

Cursor

Cursor or mouse pointer is shown by the arrow on screen it is used to select the various options on screen.

Default

The default settings are the ones given and will be used unless you select another.

Define Colour

This will allow you to alter the colour, make it a bit darker, lighter or create a new colour should you wish.

Design Area

Design area refers to the grid on screen on which the design is made.

Dialog

Once an option is selected, a form may appear asking for information. It can contain spin buttons, drop down lists, edit boxes and other items.

Drive
The drive specifies which disk is being used.

Drop Down List
By clicking on the arrow, a list of available choices will be given in the form of a list.

Edit Box
This is a box on screen where information is typed.

File Extension
The three letters that appear after the full stop in filenames is the file extension. This shows the format of the file, which is set by the original program. For example WXS are Easy Cross designs, BMP are Windows bitmaps.

File Format
The file format gives the information and how it is stored when the file is saved. Each format gives unique information, for example Easy Cross design files store stitch, colour, name and symbol information.

File Selector
The file selector is used to save or load files from various folders.

Folder
A folder is a location on the hard or floppy disk.

Flood Fill
Flood Fill fills a given area with the current colour. This option will fill an area until it reaches the boundary. If the boundary has a gap then the flood fill will continue outside.

Function Key
Function keys are the F1, F2, F3 etc. keys which are on the keyboard, normally at the top.

Hue
The hue value of a colour shows it's position in the colour range (i.e. if it is a red or blue etc.). Permissible values for this are between 0 and 239.

Import
To load a file created in another program is to import the file. A common use is to import images from a scanner package or clipart. Example files are TIFF and BMP.

Intensity
The intensity value of a colour shows how bright the colour is. Permissible values for this are between 0 and 240. 0 is the lowest value which gives a dark colour and 240 is the highest value which gives a light colour.

JPEG Files
These files are normally used for scanned pictures and give a very high compression ratio. The disadvantage is that some of the quality may be lost when it is saved, although this is not normally noticeable.

Kodak Photo CD
This is a method developed by Kodak for storing photographs onto CD ROMS.

Luminosity
The luminosity value of a colour shows how intense the colour is (i.e. how bright). Permissible values for this are between 0 and 240. 0 is the lowest value which gives a dark colour and 240 is the highest value which gives a light colour.

Menu
The menus are given at the top of the screen and list all the options available in the program.

Mouse Grid Reference
The position of the cursor or mouse pointer is given by X-Y co-ordinates in the bottom right corner of the screen. The co-ordinates start at the bottom left of the grid. The X is how many squares across and the Y is how many up.

PCX Files
PCX is a file format used by other programs for example PC Paintbrush. It is identified by the file extension .PCX.

PNG Files
this file format is intended to be a successor to GIF due to the licensing agreements imposed by UNISYS for the use of the GIF method of compressing data.

Prompt Line
This is a line at the bottom of the screen which gives tips on the current option.

Radio Button
A radio button is the circle next to the choices and when it is selected a small black circle appears inside. Only one radio button in a group can be selected at a time.

Redraw
Refreshes the screen so that changes made can be displayed correctly.

Resolution
The resolution is a measure of the quality of the image. For cross stitch designs the resolution should be set at 100 dots per inch. Any higher gives a better image but is wasted when converting to cross stitch.

Saturation
The saturation value of a colour shows how strong the colour is. Permissible values for this are between 0 and 240. 0 is the lowest value which gives a pale colour and 240 is the highest value which gives a deep colour.

Slider
This can be either a horizontal or vertical bar with a button representing a position. The button can be dragged to scroll through lists or other information.

Spin Button
A spin button when clicked up or down will increase or decrease the value given.

Status Line
This is a line at the bottom of the screen which gives information on the status of the program, for example the current colour and mouse position.

Sub-Folder
A sub-folder is a folder inside a folder.

Sub-Menu
A sub-menu is a menu inside a menu.

Tab
Tabs allow the choice between several pages of information.

Targa Files
This file format is a common method of storing full colour scanned images.

Templates
A template gives the size of the design and the shape of the area to work in.

TIFF Files
TIFF is a file format used by other programs for example scanning packages. It is identified by the file extension .TIF. The LZW compression is not supported by Easy Cross.

User Definable Outline Shape
This allows an outline to be drawn around the area to be copied or moved, which is useful when copying or moving intricate areas.

Verify Backstitch Edits
Before carrying out an edit, the program will flash the backstitch line to make sure it is the correct one.

Windows Clipboard

The Windows Clipboard is a storage area where images and other information can be kept for use in other programs. When Windows is shut down the clipboard is cleared.

Windows Print Dialog

This is the standard dialog given which allows you to specify which pages, how many copies and change printer settings.

WMF Files

Windows Meta Files are vector based pictures and so can be scaled very easily without losing quality.

Working Folder

This is the current folder for loading and saving designs.

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